
Office Assistant (Roswell)



555 Sun Valley Dr suite f-2, Roswell, GA 30076

Welcome visitors, clients, and fellow employees, answer phone calls and emails, sort and deliver mail, schedule meetings, make travel arrangements, and assist us with other operations as needed.

Qualifications:

- At least one year of receptionist or administrative assistant, experience, or similar preferred
- High school diploma, G.E.D. or equivalent
- Proficient computer skills and knowledge of Microsoft Office

\$29,000 a year

Apply Online at: <https://bit.ly/3s8nLZq>

Source: Employer Website

Posted 8/15/2021

Receptionist / Office Assistant – Contract (Sandy Springs)

Ugwonali Law Group

750 Hammond Dr building 12 suite 200, Atlanta, GA 30328

Responsibilities:

- Answering phones, sorting mail.
- Maintain calendars, including coordination and scheduling of meetings, discovery deadlines, court appearances, conference calls and client reporting; sending calendar invites and reminders; tracking deadlines and status of cases/matters. Includes reviewing correspondence to identify dates to be calendared.
- Assemble documents for client matters; compile signature pages and exhibits and ensuring that final documents are complete; distribute same to parties
- Assist with administrative office tasks

Qualifications:

- High school or equivalent (Required)
- Microsoft Office: 1 year (Preferred)

\$10 - \$12 an hour

Apply Online at: <https://indeedhi.re/3g2Jugx>

Source: Indeed

Data Entry Clerk (Alpharetta)



290 S Main St #200, Alpharetta, GA 30009

Responsibilities:

- Accurately perform data entry within the related data fields (requirements, add, procedures, reject, fees, forms, notes, shipping, help, VIN items, and menus.)
- Evaluate information for accuracy
- Respond in a courteous, professional, and timely manner to all customers
- Processes vehicle titles with precision and accuracy
- Researches vehicle titles and resolves issues in a timely manner
- Performs administrative duties in the office such as data entry, word processing, filing, copying and other duties associated with this position
- May be asked to process transactions at county tag office

Qualifications:

- Experience in a Windows computer system environment and Microsoft Office Programs (Word, Excel, Outlook, etc.).
- Minimum 2 years business experience
- Fast typing, with an eye for accuracy
- Valid Georgia Driver's license and good driving record
- High School Diploma or GED

Preferred:

- Experience developing internal processes and filing systems
- Registered notary in the state of Georgia

Apply Online at: <https://indeedhi.re/3jRbeG8>

Source: Indeed

Executive Assistant (Dunwoody)



900 Ashwood Pkwy, Atlanta, GA 30338

Responsibilities:

- Monitors current status of department work to resolve issues within scope of authority and/or notify appropriate party for resolution, and inform supervisor of operational problems.
- Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc.
- Read publications, regulations, and directives and takes action or refers those that are important to supervisor and staff.
- Handles a variety of matters involving contact with various departmental staff
- Maintains and compiles various department financial, human resource, and statistical reports and logs
- Records minutes and notes and commitments made by supervisor or staff during meetings and arranges for implementation or staff follow up.
- Prepares special or one-time reports, summaries or replies to inquiries, selecting relevant information from a variety of sources.
- Reads and routes incoming mail
- Composes letters and memoranda from verbal direction, dictation, or from knowledge of company policies and procedures using a PC software package.

Qualifications:

- Proficient in PC word processing software such as Word and spreadsheet software such as Excel
- 3-5 years directly related job experience

Apply Online at: <https://bit.ly/2VVoUaR>

Source: Employer Website

Administrative Assistant (Buckhead)

Davis Comprehensive Dentistry

300 W Wieuca Rd NE #100th, Atlanta, GA 30342

Responsibilities:

- Providing customer service to our patients
- Processing payments
- Billing

Qualifications:

- Administrative, 1 year (Preferred)
- High school or equivalent (Preferred)

Apply Online at: <https://indeedhi.re/3yH4PmV>

Source: Indeed

Posted 8/15/2021

Temporary Landlord Liaison – Contract (Remote)



CVR Associates

4501 North Point Pkwy #260, Alpharetta, GA 30022

Will work independently from the location of their choosing and utilizing their own computers, printers, telephones, supplies and other equipment and have flexible availability. The services provided assist low-income families and individuals who may include the elderly or disabled. Assistance will include helping the families potentially secure temporary rent payment assistance because of a COVID-19 related income loss.

- Requesting landlord documentation needed to accurately calculate assistance available for their tenant.
- Determining that landlord legally owns the property
- Prepare correspondence and reports, requesting verification documents
- Verifying that leases, proof of late rent, assistance amounts and other program criteria are all in compliance with established rent assistance policy
- Accurately ensure rent arrear amounts and lease rent payments are correct
- Request completed W-9s, photo IDs, leases (or oral lease agreement forms), statement of unpaid past due rent, and Landlord Certifications
- Initiate renter payee process for landlords that are non-responsive or do not wish to participate.

Qualifications:

- Leasing: 2 years (Preferred)
- Property Taxes: 2 years (Preferred)
- Microsoft Office: 2 years (Preferred)
- Bachelor's (Preferred)

\$20 an hour

Apply Online at: <https://indeedhi.re/3yJMBkK>

Source: Indeed

Posted 8/15/2021

Move-In-Move-Out Coordinator (Buckhead)



3495 Piedmont Rd NE, Atlanta, GA 30305

Sylvan Homes is a multi-state property acquisition and property management firm. The company focus is on managing a portfolio of primarily single-family rental properties across the United States. The Move-In-Move Out Coordinator is responsible for coordinating the scheduling and execution of all services processes necessary to move in or move out a resident from one of the company's rental homes. This process includes the scheduling of technicians or vendors to perform relevant inspections, review of condition reports to identify damages for assignment of costs and scheduling essential services from vendors.

- Create and close out Work Orders
- Submit Works Orders to vendors and/or schedule Maintenance Techs according to standard workflow
- Coordinate with Maintenance Techs, vendors and residents for all scheduled and nonscheduled maintenance work
- Maintain records and monitor MIMO workflow status daily
- Proactively communicate with resident and field staff through to the completion of process
- Collaborate with accounting to ensure vendor invoices are processed timely for payment
- Collaborate with property management to ensure applicable charges are properly applied to ledgers

Qualifications:

- Administrative background with experience in residential construction or property management services industry preferred
- 2+ years of administrative or clerical services experience
- Proficient in use of Microsoft Office suite and other type professional software systems
- High school Diploma or GED required

Apply Online at: <https://indeedhi.re/3jTRwcQ>

Source: Indeed

Human Resources Generalist (Roswell)



Rheem Manufacturing

1115 Northmeadow Pkwy, Roswell, GA 30076

Provide day-to-day support in human resources services, which may include recruiting and staffing, administration of compensation and benefits programs, training and development, employee or labor relations, and affirmative action/equal employment opportunity compliance.

- Partners with employees and management to communicate various human resource policies, procedures, laws, standards and other government regulations.
- Maintains compliance with federal, state and local employment and benefits laws and regulations.
- Administers various human resource plans
- Assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
- Conducts onboarding process for all new employee including: orientations, compliance screening, onboarding activities, new hire check-ins, etc.
- Responds to employee relation issues
- Maintains human resource information system records and compiles reports from the database.

Qualifications:

- Bachelor's degree in Human Resources or Business Administration or related field
- 4-6 years Human Resources Generalist experience
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite.

Apply Online at: <https://bit.ly/3fZ9xFh>

Source: Employer Website

Executive Assistant (Sandy Springs)



Total Ancillary Management LLC

7000 Central Pkwy, Atlanta, GA, 30328

Total Ancillary specializes in biologics technology and biologics management which drive efficiencies in the podiatry and wound care supply chain.

- Preparing reports, memos, letters, and other documents
- Answering phones and routing calls to the correct person or taking messages
- Greeting visitors and determining whether they should meet with executives
- Filing and retrieving corporate records, documents, and reports
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives
- Helping prepare for meetings
- Accurately recording minutes from meetings
- Using various software, including word processing, spreadsheets, databases, and presentation software
- Making travel arrangements for executives
- Performing office duties that include ordering supplies and managing a records database

Qualifications:

- Proven experience as an executive assistant or other relevant administrative support experience
- In-depth understanding of entire MS Office suite
- High school diploma

\$17 - \$20 an hour

Apply Online at: <https://indeedhi.re/3IVY519>

Source: Indeed

Posted 8/15/2021

Administrative Assistant / Receptionist (Alpharetta)



9550 Nesbit Ferry Rd, Alpharetta, GA 30022

[No MARTA Service to this Location]

Responsibilities:

- Manage travel, voicemail, message, and phone line Owners/ CEO and Instructional Supports.
- Provides general clerical duty to management including photocopying and sending outgoing faxes, mail, and courier parcels
- Supports prospective staff and Instructional Supports the interview process by contacting candidates to schedule interviews, reserving meeting space, preparing interview packets for the interview panel, administering computer tests.
- Arrange and process travel, meetings, and other arrangements for management staff.
- Supports application process including organization and filing.
- Process enrollment, tours and forwards requested documentation to directors or CEO to provide Legal to ensure that the turnaround deadline is met.
- Prepares and modifies documents including correspondence, reports, spreadsheets, letters, and memos.
- Maintains state files including tracking and filing of grant agreements, visit reports and official correspondence.
- Uses computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.
- Records minutes of meetings when requested by management and distributes and files.

[No qualifications specified in ad.]

\$27,040 - \$31,200 a year

Apply Online at: <https://indeedhi.re/3iD83T4>

Source: Indeed

Posted 8/15/2021

Mailroom Clerk (Buckhead)



Atlanta 30305

Responsibilities:

- Operating mailing equipment
- Shipping & Receiving
- Updating employee lists
- Pick-up and deliver mail, parcels, copy jobs and faxes to customers
- Lift large bundles of mail, overnight packages and shipments of paper
- Handle time-sensitive material like confidential, urgent packages
- Demonstrate flexibility in satisfying customer demands in a high volume, production environment
- Maintain copier equipment

Qualifications:

- High school diploma or equivalent (GED) - College Degree is a plus and allows a fast track plan to management
- Customer Service/ Hospitality/ Retail background preferred
- Keyboarding and windows environment PC skills
- A valid drivers license and access to reliable transportation to and from work
- Lifting up to 55 pounds

\$13 an hour

Apply Online at: <https://bit.ly/3CF9fgr>

Source: Employer Website

Executive Assistant (Sandy Springs)





Inspire Brands

3 Glenlake Pkwy NE, Sandy Springs, GA 30328

Responsibilities:

- Administrative support to the Chief Supply Officer. Maintain calendars; schedule appointments/conference calls, meetings, air travel, lodging, ground transportation, driving directions.
- Handle calls or emails that don't require CSO's direct involvement.
- Arrange catering for meetings; on occasion when necessary.
- Schedule recurring 1:1 with direct reports and monthly staff meetings for CSO.
- File expense reports for CSO
- Occasionally attend events (e.g. conventions) to provide support
- Assist various department leads (VP Distribution, VPs Brand Teams, and Sr. Dir Commodities).
- Monitor department G&A. Process all invoices for payment.
- Facilitation of communication with suppliers. Determine appropriate contact for a supplier when a call is received. Own and update supplier contact database. Send emails on behalf of the CSO. Send convention invoices, manage payment

Qualifications:

- Minimum requirements include an Associate's Degree or equivalent experience.
- Bachelor's degree preferred
- At least 4 years of experience in a senior executive-level support role is required

Apply Online at: <https://bit.ly/3yEjhML>

Source: Employer Website

Executive Assistant Project Manager to the CEO (Roswell)



3000 Northfield Pl #600, Roswell, GA 30076

Responsibilities:

- Manage Founder's calendar and help keep him on schedule
- Schedule virtual meetings across multiple time zones; take meeting notes
- Create expense reports
- Complete and file various applications ie: lenders, alcohol licenses, etc.
- Maintain a record of application/document renewal deadlines then file/update accordingly ie: trademarks, FDD, etc.
- Act as property management liaison
- Participate in strategy sessions
- Coordinate the receipt of invoices and various other financial requests with the outside accounting firm
- Manage incoming mail

Qualifications:

- 2-4 years experience or related experience (i.e. project/program management, operations, sales, etc.)
- Must be comfortable around dogs.

Some time will be spent in the office located in Roswell, GA, and part-time will be remote.

\$12 - \$25 an hour

Apply Online at: <https://bit.ly/2VDBKe9>

Source: Employer Website

Receptionist (Roswell)



1570 Holcomb Bridge Rd Suite 110, Roswell, GA 30076

Responsibilities:

- Greet and welcome guests in a friendly and professional manner
- Answer and process phone calls
- Organize and schedule appointments
- Maintain office cleanliness and organization of resources

Qualifications:

- Experience as an outstanding client service provider
- Basic computer skills and some knowledge of spreadsheets and word processing documents

Apply Online at: <https://bit.ly/3fTj297>

Source: Employer Website

Office Manager (Sandy Springs)



WALKER ESTATE PLANNING

6075 Barfield Rd, Atlanta, GA 30328

Responsibilities:

- Provide top-notch support to facilitate the smooth operation of an organized, process driven, boutique Law Firm. Some of the functions include but not limited to: greeting clients, answering, screening, and handling telephone calls and emails, scheduling and managing appointments/activities, calendar and errands management, and processing of mail.
- Maintains and handles all confidential, complex, and sensitive matters and information discretely
- Prepares effective correspondence, documents, reports, and other communications; reviews, proofreads and edits correspondence
- Handles catering arrangements and set-up for meetings
- Resolves, logs, tracks and responds timely to client requests, concerns, and inquires
- Provides administrative support to the whole team
- Maintains an effective electronic filing system

Qualifications:

- Minimum 3 years of proven office manager/executive assistant/administrator experience
- Technology-savvy and proficient in using advanced Microsoft Office (Excel, Word, PowerPoint, etc.) and Google Suite, with the ability to implement innovative solutions. Knowledge of Clio is a plus. Knowledge of billing a plus

\$17 - \$20 an hour

Apply Online at: <https://indeedhi.re/3ABxYAq>

Source: Indeed

Posted 8/15/2021

Administrative Assistant (Buckhead)

HOUSE HUNTERS

R E A L T Y

3355 Lenox Rd NE, Atlanta, GA 30326

Duties required are: Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies. ... Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research. Greet and assist visitors. Drop off documents to clients if requested.

Qualifications:

- High school or equivalent (Preferred)
- Customer service: 1 year (Preferred)
- Must have transportation
- QUICK BOOKS IS A PLUS

\$11 - \$13 an hour

Apply Online at: <https://indeedhi.re/2X9KetC>

Source: Indeed

Posted 8/15/2021

Hair Salon Receptionist (Dunwoody)

BERNADETTE'S HAIR SALON

2472 Jett Ferry Rd, Dunwoody, GA 30338

The responsibilities for this position include receiving guests both for scheduling incoming calls on the phone, checking out and greeting customers coming in for their service appointments.

Qualifications:

- Some computer skills needed for industry software program which we offer employee training.

From \$10 an hour

Apply Online at: <https://indeedhi.re/3slg0zD>

Source: Indeed

Posted 8/15/2021

HR Assistant - Contract (Buckhead)



3455 PEACHTREE RD NE 5TH FLOOR, ATLANTA, GA, 30326

Responsibilities:

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as employee recognition events, and retirement celebrations.

Qualifications:

- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.
- Prior related office experience preferred.

\$12.75 - \$13.50 an hour

Apply Online at: <https://indeedhi.re/3fQeHn2>

Source: Indeed

Executive Assistant (Brookhaven)



Parker MacIntyre

Legal, Regulatory and Compliance Services

2987 Clairmont Rd #200, Atlanta, GA 30329

We are a small securities law firm and we are looking for an Executive Assistant to perform a variety of administrative tasks and support for the firm's partners.

- Assisting the managing partner and other partners with scheduling calls and conferences, as well as email, calendar, and contact maintenance
- Making travel and accommodation arrangements for attorney's visits to client' offices
- Sending out New Client Proposals
- Entering New Client Information into Firm Systems Opening and maintaining client files
- Assisting partners with timekeeping and billing
- Managing incoming and outgoing mail; distributing mail within the office
- Preparing and proofreading documents for attorneys
- Assisting the managing principal and other attorneys with client retention, mass or directed client mailings, and routine client communications
- Maintain updated contact information for company employees, suppliers, and customers
- Assisting with monitoring continuing legal education opportunities and maintaining records of compliance by firm attorneys

Qualifications:

- Some office or secretarial experience required
- Must be able to type with moderate speed and accuracy
- Advanced computer proficiency required, including Microsoft Office and Adobe Acrobat Pro
- Proficient in proofreading, spelling, and grammar

\$40,000 - \$65,000 a year

Apply Online at: <https://indeedhi.re/3saR5ON>

Source: Indeed

Office Staff - Recruiter/Interviewer PT (Alpharetta)



1002 North Point Cir, Alpharetta, GA 30022

Test America / CRG Global is a leader in sensory and consumer research as a supplier for many specialized industries including CPG, Healthcare, and Entertainment clients. We conduct consumer and market research domestically and internationally and are seeking office staff to help interview and recruit in our Test America office located in the North Point Mall.

- Read all screening questions verbatim to respondents in order to verify their qualifications and escort shoppers to office if doing mall intercepts.
- Accurately and legibly record all responses to screening questions for tracking purposes
- Accurately and legibly fill out and turn in all necessary tally sheets & sample
- Attend briefings on projects not previously worked on and assist in conducting the projects to the client's specifications
- Make supervisors or managers aware of any questionnaire problems or variances
- Make supervisors or managers aware when of any possible validation issues with respondents
- Assist in maintaining a clean, organized and professional office appearance

Qualifications:

- Recruiting: 1 year (Preferred)

\$12 an hour

Apply Online at: <https://indeedhi.re/3AvzFQ0>

Source: Indeed

Posted 8/15/2021

Dining Room Coordinator (Dunwoody)



Dunwoody Pines Retirement Community

4355 Georgetown Square, Dunwoody, GA 30338

Assure meals are served promptly and courteously in a clean, attractive dining room.

- Assists in hires, supervision, evaluations, counseling, and if necessary, terminations of servers in conjunction with Executive Chef.
- Educates and trains servers.
- Completes schedule for servers and alters as necessary.
- Assures menu board is correct.
- Assures dining room is clean and attractive
- Greets residents (and visitors when applicable) at tables during meals and converses as appropriate and as time permits.
- Pours coffee and other beverages during meals.
- Assures meals are served politely, promptly, and efficiently.
- Assures satisfaction of residents during meals.
- Assures dining room is promptly and efficiently bussed after meals.
- Assures apartment meal trays are delivered politely, promptly and efficiently.
- Assists with food services component of special functions

Qualifications:

- High school or equivalent (Preferred)
- Restaurant Experience: 1 year (Preferred)
- Supervisory: 1 year (Preferred)

Apply Online at: <https://indeedhi.re/37yhYTk>

Source: Indeed

Front Office Receptionist – Contract (Dunwoody)



2150 Peachford Rd suite Q, Atlanta, GA 30338

Responsibilities:

Greet and welcome guests as soon as they arrive at the office

- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs

Qualifications:

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- High school degree; additional certification in Office Management is a plus

\$12 - \$17 an hour

Apply Online at: <https://indeedhi.re/3CKjAlj>

Source: Indeed

Administrative Assistant / Receptionist (Roswell)



10888 Crabapple Rd, Roswell, GA 30075

[No MARTA Service to this Location]

Responsibilities:

- Handles necessary telephone communications and oversees maintenance of the Patient Care phone system as needed.
- Performs various filing duties on a daily and/or weekly basis.
- Prepares spreadsheets, flyers, and other documents as needed.
- Prints various Brightree reports as needed.
- Responsible for retrieving all new referrals from fax machine and marketing.
- Forwards calls and switch phone system to and from on-call answering service.
- Follows up on (Doc Tracking) certification and verbal documents sent out for signatures from referring physicians.
- Updates census by location daily.

Qualifications:

- High School Diploma required. BS degree preferred.
- Minimum three (3) to five (5) years experience in administrative assistant/receptionist or other position requiring similar responsibilities.
- Microsoft Office and database experience required.

Apply Online at: <https://bit.ly/3AClicF>

Source: Employer Website

Weekend Receptionist (Roswell)



Regal Nissan

1090 Holcomb Bridge Rd, Roswell, GA 30076

Qualifications:

Experience with Microsoft Office suite is a plus

Clean driving record

From \$10 an hour

Apply Online at: <https://bit.ly/3xF07Fa>

Source: Employer Website

Administrative Assistant (Perimeter)



5 Concourse Pkwy #1000, Atlanta, GA 30328

Responsibilities:

- Provide high level administrative support to several Partners, working independently and proactively managing workloads and project timelines
- Maintain Key Market Metrics for office (New Business, Lost Business, COIs, Profit, Revenue, RPH, Billing, etc.)
- Manage complex calendars and coordinate appointments, meetings and conference calls
- Handle professionally sensitive and confidential business matters and assist with special projects
- Coordinate travel needs and manage expenses
- Work closely with CGO to provide team coverage
- Establish and maintain a rapport with internal clients and vendors
- Assist with event coordination and management of team events including scheduling group meetings, sending out invitations, reserving locations, arranging for catering/food service, hotel accommodations and ground transportation
- Welcome guests and clients

Qualifications:

- Minimum of three years of executive level administrative support experience, preferably within a professional services firm
- Bachelors degree from an accredited college/university or equivalent work experience
- Proficient with Microsoft Office Suite applications, including Word, Excel, PowerPoint, and Outlook

Apply Online at: <https://bit.ly/3IXFXDT>

Source: Employer Website

Administrative Services Coordinator (Sandy Springs)



Inspire Brands

3 Glenlake Pkwy NE, Sandy Springs, GA 30328

Responsibilities:

- Schedule team meetings, maintain and distribute department meeting minutes, and track progress of completed items
- Provide backup coverage at Reception as needed
- Daily floor walks to track for R&M needs and placing service requests into property management software
- Update floor plans to ensure accuracy; communicate with department leaders to track open positions and vacancies
- Assist with conference coordination as needed
- Provide support as needed for corporate events. Coordinate event needs with Admin Services
- Source and order office supplies or other facilities needs for support center
- Assist with beer & wine tap wall maintenance as needed

Qualifications:

- High School diploma or GED required
- 2 year degree or some college coursework preferred
- Basic Microsoft Office knowledge

Apply Online at: <https://bit.ly/2VMz1Pz>

Source: Employer Website

Coordinator of Admission Events & Communication (Brookhaven)



4484 Peachtree Rd NE, Brookhaven, GA 30319

This position will assist in the planning, management, and execution of recruitment events and multi-channel communications with prospective students, parent, and high school counselors. This position will also play an integral role in day-to-day office management and supervision of the 20+ OU Admission Ambassador student tour guides.

- Maintain all systems and processes related to daily campus visits using the CRM Slate; respond to visit inquiries; serve as the primary point of contact throughout the pre and day-of visit process.
- Assist with the planning and execution of large-scale prospective and admitted student programming, including preview days, admitted student events, and summer orientation.
- Lead by example by exhibiting exemplary professionalism and a commitment to service-orientation. Serve as an on-call manager for all visitor needs during public/event hours.
- Assist in the hiring, training, and management of a diverse group of 20+ OU student Admission Ambassadors (student leader tour guides), ensuring a high level of professionalism and service-orientation.
- Respond to a high volume of phone and email inquiries related to admissions.
- Coordinate and manage in-office mailings of recruitment material, welcome packages, deposit packages, and other hard-copy material.
- Edit and implement cyclical transactional messages (letters of admission, merit award letters, scholarship weekend invitation letters) for Slate, print, and email
- Manage communication related to admission events and campus visits

Qualifications:

- Bachelors degree from an accredited university

Apply Online at: <https://indeedhi.re/3g43LIU>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 8/15/21

Crew (Sandy Springs)

From \$13 an hour

Five Guys / 6297 Roswell Rd, Sandy Springs, GA 30328

<https://bit.ly/3ABcV15>

PT Front of House Staff (Sandy Springs)

Stop by any day between 2 and 4 p.m. for an interview.

Grub Burger Bar / 1110 Hammond Drive / Sandy Springs, GA 30328

<https://bit.ly/3fXozM2>

Janitor (Perimeter)

Chili's / 4784 Ashford Dunwoody Rd, Dunwoody 30338

<https://bit.ly/3ACYcTt>

Housekeeping (Buckhead)

From \$14 an hour

Hotel Colee / 3377 Peachtree Rd NE, Atlanta, GA 30326

<https://indeedhi.re/2VMHPEp>

Crew (Sandy Springs)

Wendy's / 8455 Roswell Rd, Atlanta, GA 30350

<https://indeedhi.re/3jJuUvA>

Restaurant Cashier PT (Buckhead)

\$11.00 - \$11.40 an hour

Nordstrom / Phipps Plaza

<https://indeedhi.re/2VE2efx>

Packer (Alpharetta)

\$10.00 - \$14.00 per hour

Fiore Boutique / 92 Milton Ave Suite 300, Alpharetta, GA 30004

<https://indeedhi.re/2VHIOq9>

Food Service, Housekeeping, & Other Now Hiring – Week of 8/15/21

Laundry Attendant (Alpharetta)

Hilton / 5775 Windward Pkwy, Alpharetta, GA 30005

<https://bit.ly/3IVN53M>

Laundry Attendant (Perimeter)

From \$12 an hour

Homewood Suites / 915 Crestline Pkwy, Atlanta, GA 30328

<https://indeedhi.re/3xAURCh>

Front Desk Clerk (Alpharetta)

Hilton Garden Inn / 10975 Georgia Ln, Alpharetta, GA 30022

<https://bit.ly/3s6tY8i>

Valet Parker (Buckhead)

\$10 - \$13 an hour

Access Parking Management / Atlanta, GA 30326

<https://indeedhi.re/3xDvIqH>

Dishwasher (Perimeter)

The Capital Grille / 94 Perimeter Center W, Dunwoody, GA 30346

<https://bit.ly/3CJbPSL>

Team Member (Roswell)

Up to \$13 an hour

McAlister's Deli / 1425 Market Blvd Suite 1370, Roswell, GA 30076

<https://bit.ly/3secMgV>

Bellman (Perimeter)

\$300 Sign-on Bonus

Le Méridien / 111 Perimeter Center W, Atlanta, GA 30346

<https://bit.ly/3yLX9Qz>

Cleaning Crew (Roswell)

Sky Zone Roswell / 1425 Market Blvd Ste 100-A, Roswell, GA 30076

<https://bit.ly/3AH11FI>