
Office Coordinator (Alpharetta)



3025 Windward Plaza, Ste 200. Alpharetta, GA 30005

Responsibilities:

- Provide administrative support to various Executives
- Assist with scheduling meetings for the CFO and CEO as requested
- Support the proposal department in having documents signed and notarized
- Process material ordered for courts for project management and client services
- Support the customer support team by sending service tickets from the courts
- Send business cards stamps and sticker orders for the courts to the printer
- Follow up and track orders to printing company
- Reconcile printer orders with printing company invoices
- Review request made for court materials for accuracy in Salesforce
- Laminate payment fliers, ship to courts as requested in Salesforce
- Process Certificate of Insurance request in COI Box and Salesforce
- Create FedEx Labels for various departments
- Schedule meetings on Teams
- Manage conference room calendar

Qualifications:

- Three (3) to five (5) years experience in an Administrative role
- Proficient in Microsoft products

Monday through Friday from 8:00 a.m. to 5:00 p.m.

Apply Online at: <https://bit.ly/3Fcrn4c>

Source: Employer Website

Admin - Program Associate (Chamblee)



5025 New Peachtree Rd, Chamblee, GA 30341

Performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records.

Qualifications:

- Associate's degree from an accredited college or university or two years of related experience.

\$35,500 a year

Apply Online at: <https://bit.ly/41T3bOe>

Source: Employer Website

Posted 3/12/2023

ADMINISTRATIVE SPECIALIST II - COMMUNITY DEVELOPMENT



38 Hill St, Roswell, GA 30075

Responsibilities:

- Types, edits, or proofreads correspondence
- Maintains electronic calendar/schedule
- Answers telephone calls and greets visitors
- Performs customer service functions in person, by telephone, email, or by mail
- Maintains file system
- Processes and issues yard sale sign, photo, and temporary sign permits
- Intake and process zoning applications
- Attends nighttime public hearings for Planning and Zoning board

Qualifications:

- Requires a High School Diploma or equivalent; supplemented by two (2) years of experience in office administration or customer service; or any equivalent combination of education, training
- Notary Public License
- Type 35 words per minute
- Experience with Microsoft Word, Excel, PowerPoint, and Outlook.

\$17.33 - \$22.52 an hour

Apply Online at: <https://indeedhi.re/3YBV9pT>

Source: Indeed

Onsite Administrative Assistant (Brookhaven)



This position is for a condominium community located in the Brookhaven area. It is responsible for direct phone and internet-based customer interaction and promptly resolving a wide variety of inquiries while ensuring a high level of customer service to homeowners and residents of the community. Individuals should possess strong written and verbal communication skills, an ability to relate well to others, ability to exercise judgment and discretion, and the ability to cope with competing demands.

The candidate chosen will perform administrative and office support activities for the property manager and the community's COA board when directed. Duties may include fielding telephone calls, receiving and directing visitors (including residents and vendors), word processing, creating spreadsheets and presentations, filing, site inspections and loading and unloading supplies from storage to the onsite office, and vice versa. The position will have a set daily task list and will also be responsible for completing delegated items and/or errands as they are assigned.

Qualifications:

- Minimum of 3 years Administrative Assistant experience preferred. Experience in property management, legal, hospitality and customer service industry a plus.

Apply Online at: <https://bit.ly/402g46X>
Source: Employer Website

Human Resources Generalist (Alpharetta)



2520 Northwinds Pkwy suite 100, Alpharetta, GA 30009

Responsibilities:

- Support CHRO and all members of HR team in implementation of HR portfolio
- Assist with open enrollments, changes, and training for employees / leaders
- Respond to human resources-related inquiries and provide applicable guidance to employees/leaders at all levels
- Create and distribute internal company communications as needed
- Administer new employee on-boarding
- Maintain employee personnel records within employee database and conduct audits for accuracy and compliance
- Conduct exit interviews and process terminations accordingly
- Coordinate payroll changes with payroll department
- Build and produce reports within HRIS
- Track and administer leaves of absence, including FMLA and other types of leave

Qualifications:

- Degree in Human Resources, Business Management, Labor Relations, or other applicable fields
- Minimum 3-5 years' experience in Human Resource functions
- Experience with Microsoft Office products – especially advanced functions in Excel and Word
- Experience with HRIS/HRMS systems

\$55,000 - \$65,000 a year

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

Source: Indeed

Administrative Assistant – Marketing (Alpharetta) **AVANOS**

5405 Windward Pkwy, Alpharetta, GA 30004

The Administrative Assistant – Marketing is responsible for providing administrative and other professional support to Avanos' 2 marketing leaders.

- Manages the schedule and calendar for 2 marketing leaders
- Assist with travel arrangements, including booking flights, hotels, and car reservations & expense reporting
- Assists with executing meetings and special events such as team, strategy, ideation, or business review meetings.
- Assists in the development of executive-level presentations within PowerPoint
- Provide systems support in standard Avanos systems (e.g. SAP and Concur)
- Prepare and review reports, spreadsheets, presentations and finished documents
- Owning Purchase Orders (POs) being opened; train Product Managers to authorize POs and execute monthly spending accruals. Coordinate with our business analyst and product managers to ensure execution of open POs with accrued spending.

Qualifications:

- College degree preferred, high school or equivalent diploma required
- 2-5+ years of administrative work experience
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel); high proficiency in Microsoft PowerPoint, SAP & Concur
- COVID-19 Vaccine

Hybrid schedule onsite Two days per week with Flexible hours.

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

Source: Employer Website

Administrative Asst / Opener (Roswell)



11575 King Rd, Roswell, GA 30075

Open school for the day. Assist the director with breakfast set up/ morning classroom routines.

Qualifications:

- Customer service: 1 year (Preferred)

\$11 - \$14 an hour

Apply Online at: <https://indeedhi.re/3yFWT7n>

Source: Indeed

Posted 3/12/2023

Receptionist PT – Weekends (Buckhead)



650 Phipps Blvd NE, Atlanta, GA 30326

Responsibilities:

- Greet all visitors in a friendly, courteous and professional manner.
- Screen and require visitors to "sign-in" at reception desk.
- Answer all incoming telephone calls in a courteous and professional manner. Routes telephone calls and takes messages, as appropriate.
- Assist residents with general office needs, i.e. postage, copies, faxes, notary public, etc.
- Type, copy, order and maintain inventory of office supplies.
- Maintain and update emergency contact information.

Qualifications:

- High school diploma or GED (General Educational Development); or one to three months' related experience and/or training

Part-time Weekends 230pm-1030pm

\$14 - \$15 an hour

Apply Online at: <https://bit.ly/41Y4DyC>

Source: Employer Website

Posted 3/12/2023

PT Library Assistant II (Dunwoody)



2101 Womack Rd, Dunwoody, GA 30338

Responsibilities:

- Completes basic circulation functions, such as checking in/out and renewing library materials and spaces.
- Answers patron questions in-person or by phone regarding library services, resources, general campus queries.
- Manage patron records, including updating account information and communicating notes to other users, providing status updates for items on loan and requested materials, and reinstating/restricting borrowing privileges.
- Assists patrons with placing and/or receiving library inter-campus loans, GIL Express, and ILL requests. Explain and enforce library policies and procedures.
- Manages lost and found, which includes following University Library best practices.
- Monitors inventory of student use paper and print cartridges and notifies appropriate contact persons to order additional supplies.
- Processes daily incoming/outgoing mail, which includes fulfilling call slip requests via inter-campus, ARCHE, and Stat mail. Assist with larger-scale library projects and events, including space and collection management and campus programming.

Qualifications:

- High school diploma or GED and one year of library, customer service, or office experience; or a combination of education and related experience.

20 hrs/week - 11:45a-6p Saturday and Sunday (12.5 hours) plus 1-2 days midweek (TBD).

Apply Online at: <https://bit.ly/3mv0z8R>

Source: Employer Website

Administrative Assistant (Perimeter)



48 Perimeter Center E, Atlanta, GA 30346

Responsibilities:

- Answer the central telephone system.
- Serve as a first point of contact and resource for families.
- Be cordial, attentive, and responsive to the needs of students and their families.
- Maintain a professional relationship with parents of students.
- Process mail.
- Ensure office organization.
- Deal with vendors.
- Assists in ordering and stocking of office supplies.
- Monitor the front door entry, gates and security cameras.
- Badge all visitors including parents and vendors.
- Knowledge of all safety drills and emergency procedures
- Ensure compliance of health and safety requirements of state and local authorities.

Qualifications:

- High-school diploma.
- 2-3 years' experience in similar role. Whether or not you have experience working in schools, you may be qualified to work with us

\$16 an hour

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

Source: Employer Website

Posted 3/12/2023

Customer Service - Test Center Administrator (Sandy Springs)



5909 Peachtree Dunwoody Rd, Atlanta, GA 30328

The position requires TCAs to verify candidate identification, monitor exams and maintain strict policies and guidelines.

- Maintain and apply expert knowledge of test center policies, practices and procedures
- Greet examinees and verify identification
- Perform required security checks including the use of wands
- Continuously monitor candidates as they complete exams
- Report and/or resolve candidate issues with urgency
- Maintain secure environment and materials in the test center at all times
- Ensure every candidate receives a fair and comfortable testing experience
- Report any occurrences outside company guidelines
- Ability to be flexible with scheduling based on Prometric days of operations
- Represent Prometric's vision, mission and values
- Safeguard the test center from misconduct
- If applicable, digitally scan and record candidate fingerprint identification

Qualifications:

- High school diploma or equivalent required
- College experience a plus
- Minimum of one year of customer service experience required, in person (call center, retail, restaurant, etc.)
- Familiar with Microsoft Windows-based computer programs and applications (including but not limited to MS Office, Outlook, Explorer-web browsing)

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

Source: Employer Website

Human Resources Coordinator (Chamblee / Hybrid)



5170 Peachtree Rd, Chamblee, GA 30341

As an HR Coordinator, you will contribute to the administration of human resources programs and processes including specific functional areas (benefits and/or compensation, talent acquisition, HRIS, learning & development, or EEO and/or diversity).

- Assist with employee onboarding while creating a great new employee experience.
- Process incoming offboarding requests utilizing knowledge of applicable state and local regulations.
- Prepare, review, audit, and/or process HR-related information, following prescribed internal process and program requirements.
- Identify issues for review by direct supervisor or manager; may follow up directly with employees, managers or other departments for routine issues.
- Maintain and update various spreadsheets, files, audits and databases.
- Complete standard and ad hoc reports and research.

Qualifications:

- 1 - 2 years of experience in clerical and administrative support, with a strong preference for experience in HR operations support or a BS degree in Human Resources, Business Administration or related field in lieu of experience.
- New graduates with a relevant degree (in lieu of experience) and an interest in a career in HR will be preferred for this position.

Apply Online at: <https://bit.ly/3Lbuw8n>

Source: Employer Website

Human Resources Assistant (Buckhead)



2090 N Druid Hills Rd, Atlanta, GA 30329

Serves as the first point of contact for visitors of the Human Resources Department; serves as an informational resource to Territorial Headquarters staff regarding standard human resources activities; provides responses to inquiries based on a basic knowledge of departmental functions and approved procedures. Ensures that visitors and applicants are greeted and routed to the appropriate destination. Answers phone calls and directs them to the appropriate destination. Provides administrative support for the department as needed. Serves as primary point of contact for daily maintenance of the Human Resources Department file room, United Way Campaign, and the Angel Tree Campaign.

Qualifications:

- High School Diploma or G.E.D. and Two years of progressively responsible administrative support experience required.
- Working in a large organization with experience in recordkeeping, filing, Microsoft Word, Excel, PowerPoint, Access, Outlook, and Adobe Acrobat preferred.

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

Source: Employer Website

Front Desk Receptionist (Roswell)



540 E Crossville Rd Suite 210, Roswell, GA 30075

Responsibilities:

- Promptly greet patients and visitors in the waiting area in a friendly and helpful manner
- Check in patients, verify insurances, update necessary patient information in the system, and collect copay
- Serve as a patient advocate to provide world-class care in coordination with clinical staff and providers
- Promptly answer incoming phone calls
- Maintain a neat and orderly waiting room
- Assist patients with ambulatory difficulties, including obtaining wheelchairs and provide assistance with walking
- Responsible for opening and closing clinic procedures and reporting
- Perform additional clerical duties as necessary

Qualifications:

- High school diploma or equivalent
- Minimum of one (1) year of reception/front desk experience (coordinator, receptionist, clerk, agent, specialist, etc.)
- Customer service experience in a healthcare outpatient setting preferred
- Basic computer skills including familiarity with electronic medical records
- Types 25 words per minute

Apply Online at: <https://bit.ly/3Lbp1GW>

Source: Employer Website

Human Resources Coordinator (Sandy Springs)



5730 Glenridge Dr #200, Sandy Springs, GA

The HR Coordinator will provide administrative support for various programs and functions including benefits, onboarding and offboarding, leave of absence, performance management, reporting, and HR compliance.

- Assist with the administration of various employee benefit programs, answer employee questions and/or provide guidance on where to go.
- Ensure all employee changes are processed accordingly in the HR system.
- Own and maintain HR information on the intranet and internal shared drives and ensure all content is up-to-date and accurate.
- Create employee-specific documentation as needed.
- Maintain the accuracy and completeness of electronic and physical employee records.
- Support the administration of HR initiatives such as the annual performance review and benefit open enrollment process.
- Coordinate training or externships through local schools.
- Partner with the talent acquisition team to smoothly transition candidates to new hires.
- Assist with HR reporting.

Qualifications:

- Bachelor's degree or equivalent in Human Resources, Business, or related field.
- 1+ years of human resource or administrative experience.
- Must have a valid State of Georgia Driver's License and reliable transportation.

\$21 - \$25 an hour

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

Source: Employer Website

Front Desk Coordinator PT (Dunwoody)



4512 Chamblee Dunwoody Rd, Dunwoody, GA 30338

Responsibilities:

- Greeting and checking in clients and ensure all necessary forms are fill out.
- Monitor social media and ensure message and reviews are being responded.
- Monitor email to ensure all messages are being responded.
- Monitor chat massage system timely and respond.
- Call on sales lead immediately and update daily and follow up on ones can not be reached.
- Check missed phone call after lunch or through out day and call back.
- Check out clients accurately and process payments without error and add consumed as needed.
- Review appointment books, look ahead and make notes, confirm, reschedule/booking appointments.
- Review to make sure no appointment is booked in wrong order and /services can't be combined together.
- Maximize appointment time by adjusting finish time as needed to open up for next appointment.
- Explain and upsell membership to client.
- Handle customer complaints/billing questions and escalate when necessary.

Qualifications:

- Experienced with customer service.

Our offices are open Mon-Fri 9 am-7 pm and Saturdays 9 am-5 pm. This position is about 15-20 hours a week and can turn into FT.

Apply Online at: <https://bit.ly/3Leyxc5>

Source: Employer Website

Delivery Specialist (Alpharetta)



1575 Mansell Rd, Alpharetta, GA 30009

Responsibilities:

- Explains all vehicle features and configures all personalized settings including phone pairing, preferred radio stations, navigation, Apple CarPlay and seating preferences
- Connect Ford Pass Modem
- Enroll in Ford Pass Rewards and set Angela Krause Ford as preferred dealer
- Prepares vehicle for delivery by filling with gas and delivering to the detail department for clean for delivery
- Provides quality control after each clean for delivery to ensure guest satisfaction
- Take delivery photo for customer and post to Angela Krause Ford social media
- Facilitate remote deliveries when needed
- Complete follow up calls to thank customers for their business and ensure customer satisfaction
- Provide the client with a contact list including our Abra body shop and service department

Qualifications:

- Must have valid driver's license

Apply Online at: <https://bit.ly/426zWYo>

Source: Employer Website

Executive Assistant (Brookhaven)



2002 Summit Blvd NE Suite 120, Atlanta, GA 30319

Responsibilities:

- Provide high level administrative support to several firm executives (Chief Operating Officer, Chief Financial Officer and Chief Practice Officer), working independently and proactively managing workloads and project timelines
- Manage calendars, schedule appointments, and coordinate meetings for the COO, CFO, and CPO, including coordination of meeting agenda and pre-meeting materials
- Handle professionally sensitive and confidential business matters and assist with special projects
- Coordinate travel arrangements, including transportation, lodging and itinerary planning and manage expense reports
- Act as a liaison between the executives and other departments, clients, and external stakeholders
- 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
- Work closely with other administrative assistants to complete all projects
- Welcome guests and clients (in-person or on the telephone) and answer or direct inquiries

Qualifications:

- Minimum of three years of executive level administrative support experience, preferably within a professional services firm
- Bachelor's degree from an accredited college/university or equivalent work experience

Flexible schedule and overtime as needed and to be in the Atlanta office approximately 3 days per week.

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

Source: Employer Website

Front Office Clerk / Receptionist (Johns Creek)



11895 Jones Bridge Rd, Johns Creek, GA 30005

Responsibilities:

- Greet all clients by smiling and addressing them by name.
- Answer, screen, and transfer calls to the appropriate individuals in a timely, pleasant manner.
- Help clients with their needs and questions.
- Answer questions and provide assistance via email or phone, or refer back to appropriate personnel when necessary.
- Provide the company's policies and procedures to clients; be familiar with the reception schedule and ensure that a receptionist is available at all times.
- Schedule Appointments
- Make follow-up call to check on patients status.

[No qualifications specified in ad.]

\$13 - \$14 an hour

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

Source: Indeed

Posted 3/12/2023

Food Service, Housekeeping, & Other Now Hiring – Week of 3/12/23

Porter (Roswell)

\$11 - \$16 an hour

Gerber Collision & Glass / 11200 Alpharetta Hwy, Roswell, GA 30076

<https://indeedhi.re/3T1r3uQ>

PT Custodian/Maintenance Assistant (Roswell)

\$12 - \$14 an hour

Zion Missionary Baptist Church / 888 Zion Cir, Roswell, GA 30075

<https://indeedhi.re/3J1DzWJ>

Housekeeper (Sandy Springs)

\$17.33 an hour

ABM Industries / 1001 JOHNSON FERRY RD NE, Atlanta, GA, 30342, US

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

Early Morning Custodian PT (Sandy Springs)

\$16 - \$17 an hour

Life Time / 5600 Roswell Rd, Sandy Springs, GA 30342

<https://indeedhi.re/3mCCT2D>

Housekeeper (Perimeter)

\$14 - \$15 an hour

The Aloft / 6401 Barfield Rd, Sandy Springs, GA 30328

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

Dishwasher (Perimeter)

\$15 an hour

Maggiano's Little Italy / Perimeter Mall

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

Utility/Dishwasher (Alpharetta)

\$13 - \$14 an hour

Mansions at Alpharetta / 3700 Brookside Pkwy, Alpharetta, GA 30022

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

Food Service, Housekeeping, & Other Now Hiring – Week of 3/12/23

Cashier (Buckhead)

\$12 - \$14 an hour

Goldbergs Fine Foods / 4383 Roswell Rd NE, Atlanta, GA 30342

<https://bit.ly/3l1yxS8>

Housekeeper (Alpharetta)

\$12 - \$16 an hour

Comfort Inn / 5455 Windward Pkwy, Alpharetta, GA 30004

<https://bit.ly/3Jsz3BY>

Dishwasher (Roswell)

\$11.28 - \$14.10 an hour

Brookdale Chambrel Roswell / 1000 Applewood Dr, Roswell, GA 30076

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

Utility Locator (North Fulton)

\$18/hr

UtiliQuest

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

Dishwasher (Dunwoody)

\$14.00 - \$15.50 an hour

Dunwoody Pines Retirement / 4355 Georgetown Square, Dunwoody, GA 30338

<https://bit.ly/3T2LaZI>

Weekend Only - Custodian (Brookhaven)

\$15.60 - \$18.00 an hour

City of Brookhaven / 4362 PEACHTREE ROAD NE, BROOKHAVEN, GA

<https://bit.ly/3ZEJQ1N>

Stock Associate (Buckhead)

\$13 an hour

Foot Locker / Lenox Square Mall

<https://bit.ly/3ypib98>