
Office Services Support (Buckhead)



3560 Lenox Rd NE #2900, Atlanta, GA 30326

Responsibilities:

- Frontline contact for employee and guests; greeting and assisting visitors, vendors clients and new hires to the office
- Contacting and escorting outside vendors around the office as they perform maintenance service and repair (TV, plants, coffee stations, etc.)
- Serve as a first point of contact for internal and external communication, using sound judgment in screening and responding to inquiries, prioritizing calls that need immediate attention, and triaging/resolving as appropriate
- Monitor Office Services mailbox for general business support needs and requests
- Communicating with facility management on any office repairs and maintenance as needed; submits service tickets in building property management system; inform building security regarding visitor access to the building
- Knowledge of reservation system and assisting employees with workplace seating
- Attending to general issues and fixing simple problems; including IT support matters
- General administration work such as operate copy/scanner, prep work for scanning and, print and bind projects, as needed (Financial Services)
- Management of assigned lockers
- Create and send Certified/FedEx
- Ordering of stationery and financial covers
- Process Daily Check Deposits

Qualifications:

- Minimum 5+ years of reception/concierge work experience required
- Basic knowledge of MS Office - especially, Word, Excel, Outlook, and Adobe

Apply Online at: <https://bit.ly/3lhST9U>

Source: Employer Website

Office Support (Chamblee)



Help at Home®

3088 Mercer University Dr Suite K100C, Atlanta, GA 30341

Responsibilities:

- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Receives mail, documents, packages, and courier deliveries and delivers or distributes items.
- Takes toxicology samples for lab testing.

Qualifications:

- High school diploma or equivalent required; Associates degree preferred.
- Two (2) to four (4) years of experience in an administrative or receptionist role.

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

Source: Employer Website

Mail Clerk PT (Alpharetta)



1130 Sanctuary Pkwy #600, Alpharetta, GA 30009

The position is responsible for the manual and electronic preparation of incoming mail and interoffice documents into predetermined categories. This position may also participate in the preparation and shipment of outgoing mail and packages.

- Identifies, sorts, and prepares incoming documents by category according to established guidelines
- Sorts, prepares, and distributes incoming and outgoing mail, including interoffice and supply orders
- Electronically assigns documents into categories
- Prepares and/or scans documents utilizing a high-speed scanning system
- Serves as a back-up to other departmental functions as needed

Qualifications:

- 0+ years of experience w/High School
- Knowledge of MS Office Excel

Apply Online at: <https://bit.ly/42bEZGW>

Source: Employer Website

Receptionist (Alpharetta)



100 Somerby Dr, Alpharetta, GA 30009

Responsibilities:

- Answers incoming telephone calls in a cheerful and marketing oriented way, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Answers general questions about the community and provides callers with address, directions, and other information and refers other specific questions to appropriate staff.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Coordinates guestroom reservations.
- Maintains current list of residents who are hospitalized.
- Updates appointment calendars, including transportation and beauty calendars, as directed.
- Receives, sorts, and routes mail, and maintains and routes publications.
- Distributes written communication, accepts and signs for deliveries (mail, prescriptions, etc.).

Qualifications:

- High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.
- Must have or be willing to get a COVID-19 vaccine

From \$13.50 an hour

Apply Online at: <https://bit.ly/42bFKzM>

Source: Employer Website

Posted 3/19/2023

Front Desk Associate- Fitness Center (Buckhead)



Capital City Club

4600 Roswell Road, Suite E210, Atlanta, GA 30342

Responsibilities:

- Greet and check-in all fitness center members.
- Provide great customer service and communication to the members.
- Provide and assist with equipment settings and demonstrate proper usage of all equipment.
- Ensure the fitness center remains clean and organized; organize dumbbells, weights plates, and bars.
- Daily cleaning duties include disinfecting and cleaning equipment and dusting machines screens.
- Receive incoming phone calls, answer questions, book spa appointments, and respond to emails regarding the fitness center.
- Maintain attendance records.
- Responsible for the sales and charging of merchandise in the fitness center.
- Coffee station operations include restocking cups, lips, milk, coffee, sweetener, etc.

Qualifications:

- Proficient in Microsoft Office software (Word, Excel, Publisher and Outlook).
- CRP/AED

Apply Online at: <https://bit.ly/3JHch9B>

Source: Employer Website

Executive Assistant (Sandy Springs)



1500 Riveredge Pkwy Suite 100, Atlanta, GA 30328

General responsibilities of an Executive Assistant include handling office tasks and administrative duties, such as directing communications between colleagues and customers, managing executive calendars, organizing schedules and events or meetings (including audio & visual and meals), booking travel, completing T&E reports, managing files, entering data and processing invoices. Some EAs are especially engaged in taking detailed meeting minutes and preparing visual aids such as PowerPoint decks. Various other tasks are frequently assigned by their managers.

Qualifications:

- Four-year degree preferred or equivalent combination of education and experience.
- Demonstrated experience as a proactive executive partner

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

Source: Employer Website

Customer Service Representative (Alpharetta)



4500 Mansell Rd, Alpharetta, GA 30022

Responsibilities:

- Provide customer support accurately and timely and prepare information necessary in order to make corrections and adjustments to accounts.
- Process correspondence and returned mail. Obtain correct addresses and input corrections in system.
- Process Image Right indexing and One, Inc payments from phone calls.
- Assist agents in the application of Electronic Fund Transfer (EFT) payments.

Qualifications:

- 1-2 years of Call Center experience required
- Premium Finance or Insurance experience a plus
- High School Diploma or equivalent
- Proficient in Microsoft Office products to include Word, Excel (intermediate) and Outlook

This position is hybrid and works out of our Alpharetta office

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

Source: Employer Website

Entry Level Receptionist (Alpharetta)



11200 Atlantis Pl C, Alpharetta, GA 30022

Responsibilities:

- Answering a high volume of telephone calls and routing them to the appropriate person
- Creating cover letters for inner office files
- Executing letters of representation to various insurance companies
- Maintaining several calendars
- Fax/copies and other additional administrative duties

Qualifications:

- Must have knowledge of Microsoft applications

\$15 - \$17 an hour

Apply Online at: <https://indeedhi.re/40bHver>

Source: Indeed

Posted 3/19/2023

PM Fitness Receptionist (Buckhead)



Cherokee Town & Country Club

155 W Paces Ferry Rd NW, Atlanta, GA 30305

When you aren't interacting with members in person, you are helping them over the phone. Answering the Town Club's main phone line, you help members make reservations, answer questions, and screen and direct calls to the appropriate department or associate when necessary. In your downtime, you assist in the daily administrative workflow to keep things running smoothly.

Qualifications:

- 2 years experience as an Administrative Assistant or similar position
- Proficiency in Microsoft Office

\$15 an hour

Apply Online at: <https://bit.ly/3YTM5Ne>

Source: Employer Website

Posted 3/19/2023

Administrative Assistant (Alpharetta)



13560 Morris Rd Alpharetta GA 30004

As an Administrative Assistant you will be there to support a Vice President and Directors of two divisions in our Technology Organization. You will also become part of our COUNTRY Technology Administrative Assistant virtual team to balance work in a collaborative environment.

- Performs confidential administrative duties relating to business matters or personnel issues; maintains confidential and sensitive information.
- Responds to complaints; researches and resolves or refers to appropriate personnel.
- Arranges meetings, conferences, special events, luncheons, etc.
- Schedules appointments, maintains calendar of events, makes travel arrangements, monitors budgets, processes invoices etc.

Qualifications:

- Proficient in Microsoft products: Word, Excel, PowerPoint, Outlook, Teams and SharePoint.
- 4+ years of relevant experience.

Hybrid remote

Apply Online at: <https://bit.ly/42gBWgI>

Source: Employer Website

Administrative Assistant (Alpharetta)



10000 Avalon Blvd Ste 1000, Alpharetta, Georgia, 30009

Bakkt is looking for a highly organized and detail-oriented team member to provide strategic support to 2-3 executives and manage receptionist activities at our headquarters at Avalon in Alpharetta, GA.

- Calendar management, incorporating management of international and domestic travel, car service, hotels and any other needs surrounding travel
- Liaise between internal & external executives and Board of Directors, manage calls and requests, set up and dial into meetings as well as manage conferences, media & speaking requests in a timely manner
- Submit and maintain expense reports in accordance to Company policy
- Liaise extensively with the assistants within Bakkt as part of a larger team to provide seamless support, including daily back up, as needed
- Manage external and internal correspondence across phone, email and other digital platforms, as applicable
- Host visitors and manage logistics for on-site meetings across Bakkt offices
- Manage front-desk responsibilities, including checking in guests and other ad hoc activities that come up in partnership with Facilities and Security

Qualifications:

- Minimum of 7 years in administrative, event planning or office management experience
- Strong proficiency in Microsoft Office (Outlook, Word, PowerPoint, Excel), collaboration tools (e.g., Zoom, OneDrive) and comfortable with emerging technology

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

Source: Employer Website

Posted 3/19/2023

Administrative Assistant (Sandy Springs)



5901 Peachtree Dunwoody Rd., Building C, #275, Atlanta, GA 30328

The AA will spend approximately 20% of their time on a daily basis engaged in processing inventory and fulfilling product orders and returns stored in the warehouse.

- Answers incoming telephone inquiries from Hiossen customers including from dentists and other customer personnel in a prompt and professional manner; handles questions and other requests ensuring excellent customer service.
- Responds to incoming fax transmissions and emails; transmits fax communications under the direction of Hiossen Sales Management or their designees. Provide product information to customers in response to telephone inquiries
- Coordinates and tracks stock and all items stored in the Branch warehouse. Assists Hiossen Sales team in coordinating warehouse and stock records, materials and other items, as assigned.
- Processes Product Orders on a daily basis, in accordance with Hiossen policies and procedures, including pulling stock from warehouse; scanning bar codes and performing related order processing duties in support of Sales team.
- Registers attendees at AIC seminars (Basic Implant Training), prepares documentation, arranging meals and refreshments in conjunction with seminars , product and sales related promotional activities and learning seminars
- Handles product returns from Hiossen customers including paperwork, recordkeeping, reports, ensuring proper crediting to customer accounts in accordance with Hiossen procedures. Handles processing for unused products.

Qualifications:

- High School Diploma required along with at least 2 years of successful experience as an administrative assistant in a sales office environment
- Requires proficiency in use of MS Office (Word, Excel & Power Point); Pipeline, ERP system and other applicable Hiossen software and systems, as required.

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

Source: Employer Website

Front Office Assistant (Sandy Springs)



Northside Hospital

1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Performs a variety of administrative, secretarial and clerical duties, which directly support patient care and practice personnel in the overall operation of the practice.

Qualifications:

- 1 year clerical/secretarial experience preferably in a healthcare environment
PREFERRED:
- Successful completion of course in Medical Terminology or commensurate experience
- Proficient in the use and application of MS Office (Word, Excel and PowerPoint)

Apply Online at: <https://bit.ly/3ZWS7hJ>

Source: Employer Website

Retail Office Assistant PT (Perimeter)



1201 Hammond Drive, Atlanta, US, GA, 30346

Outlet Office Assistants are responsible for supporting sales associates, customers, and store management, processing payments and finance applications answering delivery questions, assisting with customer care responsibilities, answering phones, and various other office duties as assigned.

Qualifications:

- Over six months of relevant experience preferred
- Computer navigation skills, general computer knowledge, and MS Office understanding

\$14 - \$16 an hour

Apply Online at: <https://bit.ly/3n1Pk8p>

Source: Employer Website

Posted 3/19/2023

Event Coordinator (Buckhead)



RSUI Group, Inc.

945 East Paces Ferry Rd NE, Atlanta, GA 30326

Responsibilities:

- Works in close conjunction with the Corporate Events Manager and Events Specialists
- Coordinates travel function, to include facilitating employee travel requests and confirming booking information
- Coordinates the allocation and distribution of tickets held within sporting event suites
- Provides administrative support for company events, activities and gifting for internal employees. These include, but are not limited to, the annual holiday party, employee family festival, various department on-site/off-site meetings, trainings, company meals, department outings, employee engagement events, retirement/anniversary celebrations, and external customer recognition events.
- Helps prepare nametags, materials, gifts, registration lists, seating charts, etc. as needed for events
- Assists in conducting research and locating other necessary resources based on event requirements
- Assists with event-related vendor coordination

Qualifications:

- College degree or relevant business experience (Hospitality/Event Planning specialization is a plus)
- At least 1 year of dedicated event planning experience (ie: Hotel, venue, event planning company, etc.)

Apply Online at: <https://bit.ly/3lmWvY6>

Source: Employer Website

Customer Service Associate (Buckhead)



Apartments.com

3438 Peachtree Rd NE #1500, Atlanta, GA 30326

Responsibilities:

- Receive inbound customer service calls and cases ensuring the timely resolution of issues resulting in minimal brand impact and maximum customer satisfaction
- Be the person who delivers first time resolution with quality and professionalism
- Improve listing coverage through proactive customer service, including effective questioning, listening, probing, building rapport and objection handling
- Maintain an accurate directory of customer contact details and company information for assigned customers and communities as well as proactively seek out opportunities to obtain electronic data feeds and websites
- Support sales colleagues to ensure the highest standard of customer service is maintained

Qualifications:

- Associates degree required or Bachelors degree preferred
- 2 years of experience in a customer service role with a demonstrated track record of providing excellent customer care

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

Source: Employer Website

Recruiting Coordinator (Sandy Springs)



355 Hammond Dr, Sandy Springs, GA 30328

The Recruiting Coordinator will be responsible for posting all open positions through Ultipro and other recruiting websites/sourcing methods. In addition, this position will be responsible for managing the pre-employment background and drug testing process for candidates and working directly with the Hiring Manager and Job Applicant to ensure a smooth on-boarding process. This position reports to the Talent Acquisition Manager.

Qualifications:

- Must be proficient in Microsoft Office PowerPoint, Outlook, and have intermediate knowledge of Microsoft Excel
- Must have a minimum of 2 years' experience in an administrative role; prefer within the HR Department

Hybrid remote

Apply Online at: <https://bit.ly/3Lt34mK>

Source: Employer Website

Posted 3/19/2023

Weekend Party Host (Sandy Springs)



6331 Roswell Rd NE, Sandy Springs, GA 30328

Responsibilities:

- Preparing our facility for all activities
- Greeting and checking in guests that arrive for their events
- Coordinating birthday events
- Working as a team to provide an awesome experience for our guests
- Facilitate our sanitation and safety protocols

Qualifications:

- Have reliable transportation

Hours for the weekends are 9:30am-6:30pm.

\$10-\$12 per hour PLUS Tips

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

Source: Indeed

Posted 3/19/2023

Chiropractic Receptionist / Assistant – Temp (Alpharetta) ATLChiroGroup

2650 Holcomb Bridge Rd #750, Alpharetta, GA 30022

Qualifications:

- High school or equivalent (Preferred)
- Customer service: 1 year (Preferred)
- Medical terminology: 1 year (Preferred)
- Computer skills: 1 year (Preferred)

\$14 - \$16 an hour

Apply Online at: <https://indeedhi.re/3yKE7f0>

Source: Indeed

Posted 3/19/2023

Food Service, Housekeeping, & Other Now Hiring – Week of 3/19/23

Housekeeper (Perimeter)

\$14.50 - \$15.50 an hour

WaterWalk Atlanta Perimeter Center / 6096 Barfield Rd, Sandy Springs, GA 30328

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

Warehouse Associate (Roswell)

\$18 an hour

1800 Radiator & A/C / 215 Hembree Park Dr Suite 160, Roswell, GA 30076

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

Prep Sandwich Line (Perimeter)

\$12 - \$18 an hour

Chicken Salad Chick / 4706 Ashford Dunwoody Rd, Dunwoody, GA 30338

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

Dishwasher (Roswell)

From \$15 an hour

Country Club of Roswell / 2500 Club Springs Dr, Roswell, GA 30076

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

Counter Server / Cashier (Sandy Springs)

\$13 - \$18 an hour

City Barbeque / 6649 Roswell Rd NE, Sandy Springs, GA 30328

<https://indeedhi.re/3Lq8TBt>

Service Porter (Roswell)

\$15 an hour

United BMW / 1501 Alpharetta Hwy, Alpharetta, GA 30009

<https://bit.ly/42guxhu>

Valet 3pm-11pm (Buckhead)

\$12.00 hour + Tips

AAA Parking / InterContinental Buckhead 3315 Peachtree Rd NE, Atlanta, GA 30326

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

Food Service, Housekeeping, & Other Now Hiring – Week of 3/19/23

Overnight Receiving Associate (Roswell)

From \$15 an hour

Floor & Décor / 610 Holcomb Bridge Rd, Roswell, GA 30076

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

Valet (Alpharetta)

Angela Krause Ford / 1575 Mansell Rd, Alpharetta, GA 30009

<https://bit.ly/3ZTYWk8>

Campus Shop and Café Associate PT (Sandy Springs)

Holy Innocents' Episcopal School / 805 Mount Vernon Hwy NW, Atlanta, GA 30327

<https://bit.ly/42p170v>

Dishwasher (Alpharetta)

\$13 - \$17 an hour

Egg Harbor Café / 5966 North Point Pkwy, Alpharetta, GA 30022

<https://indeedhi.re/3yNVIT8>

Donor Specialist (Sandy Springs)

\$11 an hour

Goodwill / 8331 Roswell Rd, Atlanta, GA 30350

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

Ice Cream Server/Cashier (Sandy Springs)

\$12 - \$13 an hour

Sub Zero Nitrogen Ice Cream / 5590 Roswell Rd Suite 130, Atlanta, GA 30342

<https://indeedhi.re/3LuyJ7n>



HIREDunwoody Career Expo

Thursday, March 30 • 11:00am-2:00pm
Perimeter Mall • Workshops at 10:00am

CAC, partnering with the City of Dunwoody, will connect local companies offering great career paths with qualified jobseekers at the first-ever HIREDunwoody Career Expo! It is free to attend, so please share with anyone looking for a job with a good salary, good benefits, and room for career growth.

Details & Registration: <https://ourcac.org/hire-dunwoody/>