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# Office Coordinator (Sandy Springs)



RANGE WATER

Real Estate

5605 Glenridge Drive Northeast, Atlanta, GA 30342

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## Responsibilities:

- Serve as the first point of contact with office guests and callers to the Company, such as greeting guests and showing them to designated conference rooms and/or notifying employees of visitors.
- Coordinate with IT Department and assist guests in connecting to the conference room AV system: Teams, Wifi, Zoom, USB connections.
- Ensure common areas, meeting rooms and hub spaces remain presentable and take steps to correct any issues.
- Manage the relationships with vendors and office providers.
- Point person for mail distribution and shipping/receiving UPS packages. Assist in overnighting documents via UPS.
- Answers phones. Takes messages or transfer calls.
- Procure all supplies for office and breakrooms. Ensure areas remain stocked and orderly.
- Point person for all fire safety & evacuation procedures within the office building.

## Qualifications:

- High school diploma and three years administrative experience.
- Preferred education and experience includes Associate's degree or equivalent college credits, five years administrative experience, and industry related experience.
- Strong proficiency in the use of Microsoft Office programs such as Word, Excel, Outlook, Power Point and Teams.
- Current valid driver's license is required.

8:00am-5:00pm Monday through Friday

Apply Online at: <https://tinyurl.com/2d26th9e>

Source: Indeed

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# Mail Specialist (Alpharetta)

## GOLDFEIN

**Goldfein Claims Management**

13560 Morris Rd #3150, Alpharetta, GA 30004

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Sort through high volumes of physical mail with high attention to detail and organization

[No qualifications specified in ad.]

\$15 - \$17 an hour

Apply Online at: <https://tinyurl.com/27ddyb58>

Source: Indeed

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# Executive Assistant (Brookhaven)



4004 Summit Blvd, Atlanta, GA 30319

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## Responsibilities:

- Coordinate meetings and events on behalf of the CEO, including preparing materials and ensuring all logistics are in place.
- Exhibit strong interpersonal skills and a high level of client focus, serving as a courteous and professional point of contact and a positive representative of both the executives and the Company.
- Handle confidential and sensitive information with discretion and professionalism.
- Handle special projects as assigned by the Executive Administrator or CEO.
- Provide phone coverage, meticulously record messages, and alert executives of important phone calls as necessary.
- Prioritizes conflicting needs, handles matters expeditiously, proactively, and follows-through to successful results.
- Exercise good judgment in a variety of situations with appropriate written and verbal communication.
- Schedule appointments, coordinate calendars (business and personal), coordinate international and domestic travel logistics and assist with personal requests from the CEO as needed.

## Qualifications:

- Bachelor's degree in business administration, communications, or related field preferred.
- Minimum of 5-7 years of experience as an executive assistant or similar role, preferably supporting a CEO or other senior executive.

Apply Online at: <https://tinyurl.com/28o87nh3>

Source: Employer Website

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# Front Office Representative (Alpharetta)



5315 Windward Parkway, Alpharetta, GA 30004

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Duties include appointment scheduling, greeting patients, checking in and out patients, and verifying insurance.

[No qualifications specified in ad.]

We are open 9-6 Monday through Thursday, 8-5 on Friday and Saturday 9-2. Requires two Saturdays a month (you will have a day off during the week on the weeks you work Saturdays).

\$14 - \$17 an hour

Apply Online at: <https://tinyurl.com/25zdzwpb>

Source: Indeed

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# Office Administrator PT (Roswell)



## **Academy of Advanced Cosmetics**

2662 Holcomb Bridge Rd Suite 330, Alpharetta, GA 30022

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Perform a variety of clerical activities, including customer service over phone/ email/ in person, sorting and filing of records/ documents/ mail/ inventory, schedule clients, process retail orders, make social media posts, assist AAC Trainers in classes and support management.

### **Qualifications:**

- Knowledge of MS Office and Social Media
- High School Diploma
- Reliable source of transportation

\$13.00 - \$18.00 per hour

Apply Online at: <https://tinyurl.com/2bj3yegq>

Source: Indeed

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# Front Office Receptionist PT Weekends (Sandy Springs)



5600 Roswell Rd NE Suite F270, Atlanta, GA 30342

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## **Responsibilities:**

- Answering incoming calls from customers using multi-line phone system.
- Meeting and greeting customers daily.
- Various administrative functions -- filing, organizing, etc.
- Administrating exams
- Processing orders & transactions

## **Qualifications:**

- Proficient in Microsoft Office and other computer related skills

\$16 an hour

Apply Online at: <https://tinyurl.com/29vdtu37>

Source: Indeed

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# Data Entry Coordinator (Dunwoody)



5591 Chamblee Dunwoody Rd, Dunwoody, GA 30338

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## **Responsibilities:**

- Entering and maintaining customer information in our customer relations management software (CRM).
- Alert technicians of new appointments and confirm with customers of an upcoming service.
- Administer high volume inbound calls.

## **Qualifications:**

- High school diploma or equivalent
- Working knowledge of Microsoft Office Suite

\$34,000 - \$37,000 a year

Apply Online at: <https://tinyurl.com/2cckj7yj>

Source: Indeed

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# Job File Coordinator (Sandy Springs)



8850 Dunwoody Place, Atlanta GA 30350

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Servpro specializes in restoring homes and businesses for people whose property have been damaged by water and fire. You will be part of a team to help these people, and their families, get their properties back.

**Qualifications:**

- Computer efficient

Both digital and extensive on-the-job training.

\$16 an hour

Apply Online at: <https://tinyurl.com/2bdfmdgw>

Source: Indeed



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# LifeClinic Coordinator (Buckhead)



3500 Peachtree Rd NE, Atlanta, GA 30326

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## Responsibilities:

- Communicates proactively with patients while engaging them in their care
- Ensures that all necessary forms for each patient are complete and reflected in their account
- Works with the doctor to ensure accurate medical records and patient treatment plans
- Understands and responds to questions regarding patient finances and their contribution to care
- Collects and processes payments
- Manages the clinics entire patient scheduling ensuring patients schedule according to their treatment plan
- Sorts and delivers Life Clinic mail and incoming packages
- Promotes and educates patients, members, and team members that Chiropractic / Physical therapy care is a part of a Healthy Way of Life
- Handles front desk reception and essential administration duties
- Performs a variety of administrative tasks to assist the doctors as needed

## Qualifications:

- High School Diploma or GED
- 1 to 3 years of experience working in healthcare or a customer service industry
- 2 or 4 year college degree in a related field preferred

Apply Online at: <https://tinyurl.com/22vfscs6>

Source: Employer Website

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# Front Office Assistant (Alpharetta)



11600 Atlantis Place, Alpharetta, GA 30022

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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.
- Basic computer skills.

Work Hours:: 7:30 AM-4:00 PM. No Weekend Requirements. No On-Call Requirements.

Apply Online at: <https://tinyurl.com/2bmseqd8>

Source: Employer Website

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# Greeter (Roswell)



980 Mansell Road, Roswell, GA 30076

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## **Responsibilities:**

- Greet customers and direct to appropriate dealership representative and/or to the waiting area
- Communicate with appropriate dealership staff about customers arrival and needs
- Work hand and hand with service department to keep scheduled appointments on track
- Move vehicles through the service lane to the shop
- Bring vehicles back up to the service lane for customers when work has been completed

## **Qualifications:**

- Must have a high school diploma or military equivalent experience

Apply Online at: <https://tinyurl.com/2ypwfohe>

Source: Indeed

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# Administrative Assistant (Roswell)



10900 Alpharetta Hwy, Atlanta, GA 30076

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## **Responsibilities:**

- Answer calls on a multi-line telephone system in a courteous, professional manner
- General office work such as posting accounting entries, scanning, filing, billing, and data entry as needed
- Screen and forward calls, relay accurate messages
- Process tags and titles
- Agility to field customer inquiries

## **Qualifications:**

- Previous customer service, clerical, or administrative experience
- Dealership experience is a plus!
- Proficient with Microsoft Excel and Word

Apply Online at: <https://tinyurl.com/2cwq85pe>

Source: Employer Website

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# Administrative Assistant (Alpharetta)



1400 Union Hill Rd, Alpharetta, GA 30005

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## Responsibilities:

- Meeting and special event preparation
- Perform standard, advanced, and confidential administrative duties requiring broad experience, skill, and knowledge of organizational/functional policies and practices
- Provide proactive support to the Regional Leadership Team

## Qualifications:

- Must have advanced computer skills MS Office including Excel, Word, Power Point and Outlook

Apply Online at: <https://tinyurl.com/24g3xu32>

Source: Employer Website

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# Receptionist (Brookhaven)



3535 Ashton Woods Dr NE, Atlanta, GA 30319

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## **Responsibilities:**

- Answers incoming telephone calls and direct to appropriate person or department.
- Types documents, reports, letter, etc. at least 50 words per minute with high accuracy.
- Prepares and mail statements in accordance with established billing procedures.
- Assists in preparing time cards and distributing payroll checks.
- Maintains current file and listing of residents, emergency phone numbers of on-call personnel, key personnel, etc.
- Greets visitors, guests, residents, sales people and others, and monitor or report suspicious persons or situations to the Administrator.
- Receives, sorts and distributes mail as directed.

## **Qualifications:**

- High school diploma or equivalent
- At least six (6) months experience in payroll, insurance and/or clerical position.
- Prefer two (2) years of experience in a payroll, insurance and/or clerical position.
- COVID-19 vaccination

Apply Online at: <https://tinyurl.com/2agjl7d4>

Source: Employer Website

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# Concierge PT (Alpharetta)



11450 Morris Rd, Alpharetta, GA 30005

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## **Responsibilities:**

- Greets all visitors entering Community in a courteous, warm, and professional manner
- Provides drinks and other comfort amenities as deemed appropriate for visitors while waiting
- Answers all incoming calls; routes them to the appropriate parties or provides assistance in directing the callers to the appropriate person/location
- Provides administrative support to the Community leadership
- Answers general questions regarding the Community to potential residents or inquiring parties
- Provides informational brochures and packets as requested and ensures proper referrals are made to the sales team
- Tours the Community to prospective residents and/or their families if the sales team or another Director is unavailable
- Maintains and updates basic contact information and emergency contact information for residents
- Receives, sorts, and delivers, all mail, packages, and newspapers for residents and the Community
- Checks in visitors, vendors and 3rd party providers
- Assists with transportation requests from residents

## **Qualifications:**

- High school diploma or general education degree (GED) preferred; and a minimum of one-year related experience and/or training; or equivalent combination of education and experience.
- Working efficiency with Microsoft Office applications, including Word, Excel and Outlook.

Apply Online at: <https://tinyurl.com/2d9bp5m5>

Source: Indeed

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# Guest Service Agent (Buckhead)

AUTOGRAPH  
COLLECTION®  
HOTELS

**Hotel Colee**

3377 Peachtree Road NE, Atlanta, GA 30326

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## **Responsibilities:**

- Greet guests and complete the registration process to include, but not limited to, inputting and retrieving information from the computer, confirmation of guest information and room rate, selection of rooms, coding electronic keys, promoting marketing programs, providing a welcome packet and ensuring guest knows location of room and/or has a bell person accompany him/her
- Assist guests with check-out including, but not limited to, ensuring rooms and services are correctly accounted, using the point-of-sale system, handling money, processing credit and debit cards, accepting and recording various forms of payment, converting foreign currency, making change and processing gift certificates and cards

## **Qualifications:**

- One year combined Front Desk experience in hospitality or related industry preferred.
- Basic mathematical skills and considerable skill in the use and operation of a calculator to prepare moderately complex mathematical calculations without error.

Apply Online at: <https://tinyurl.com/2cg9v7b4>

Source: Indeed



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# Patient Administrative Coordinator (Sandy Springs)



206 Johnson Ferry Road NE, Sandy Springs, GA 30328

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## **Responsibilities:**

- Greet patients in a friendly, outgoing manner. Verify appointment and assist in completing any necessary paperwork.
- Ensure 360 communication with patients, physicians, other staff members and anyone else involved in the patient's care - including any necessary follow-ups.
- Maintain complex schedules while ensuring that all patients are scheduled the appropriate number of visits. May include coordinating with the Physical Therapist and other staff members to accommodate the patient's needs.
- Assist patients with any insurance-related questions. Verify and explain insurance benefits to every patient, as well as obtaining and tracking any authorizations needed
- Accurately update and maintain records in the electronic medical and billing record system, including billing changes. Follow up for any additional information when appropriate.
- Collect copayments and process in an accurate, timely and professional manner. Issue any receipts and handle any billing-related tasks.

## **Qualifications:**

- High school graduate or equivalent
- Experience in a patient centered health care position is an advantage, but is not necessary
- Experience in other positions requiring customer contact and service is also useful
- Must possess solid basic computer skills

Apply Online at: <https://tinyurl.com/22on325v>

Source: Employer Website

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# Patient Transporter PT Nights (Sandy Springs)



1001 Johnson Ferry Rd NE, Atlanta, GA 30342

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## **Responsibilities:**

- Transports patients to and from other departments to the assigned department in a safe and efficient manner.
- Assists in keeping room/bed turnover time to a minimum by transporting patients to rooms in a time-effective manner.
- Maintains inventory for assigned department by stocking exam rooms or other areas necessary for delivering safe and efficient patient care.
- Supports and participates in the continuous assessment and improvement of the quality of care and services.
- Carries a pager or cell phone to maintain contact at all times and responds to calls or pages in a timely manner.
- Maintains wagon and wheelchair inventory for assigned area when not transporting.
- Documents each patient contact in a timely manner on transport log (if required in area).

## **Qualifications:**

- No minimum experience required
- High school diploma or equivalent
- Computer skills, including internet and Microsoft Outlook, Word, and Excel preferred

Apply Online at: <https://tinyurl.com/2ax3kweb>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 9/3/23

## **Housekeeper (Alpharetta)**

**\$12 - \$16 an hour**

Comfort Inn / 5455 Windward Parkway, Alpharetta, GA 30004

<https://tinyurl.com/2cl39zxr>

## **Automotive Porter (Roswell)**

**From \$15 an hour**

Rick Case Automotive / 11446 Alpharetta Highway, Roswell, GA 30076

<https://tinyurl.com/27s8mg45>

## **Server (Dunwoody)**

**\$14 - \$16 an hour**

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

<https://tinyurl.com/2dlu8vlu>

## **Housekeeping Attendant (Roswell)**

**\$12 - \$13 an hour**

Motel 6 / 9955 Old Dogwood Road, Roswell, GA 30076

<https://tinyurl.com/26pblejq>

## **Seasonal Retail Fulfillment Support PT (Buckhead)**

**\$15.75 - \$19.43 an hour**

Macy's / 3393 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/2yqlgf29>

## **Dishwasher (Alpharetta)**

**\$13 - \$17 an hour**

PURE Taqueria / 103 Roswell Street, Alpharetta, GA 30009

<https://tinyurl.com/25ydwfny>

## **Housekeeper (Perimeter)**

**\$16.25 an hour**

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

<https://tinyurl.com/2cc3subq>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 9/3/23

## **Stock Associate (Sandy Springs)**

**\$14 - \$16 an hour**

Rooms To Go / 1201 Hammond Dr NE, Atlanta, GA 30346

<https://tinyurl.com/22ap4fyy>

## **Host / Hostess PT (Sandy Springs)**

**\$12 - \$15 an hour**

Cherokee Town & Country Club / 665 Hightower Trail, Atlanta, GA 30350

<https://tinyurl.com/28b84hnj>

## **Dishwasher (Alpharetta)**

**\$15 - \$17 an hour**

Theo's Brother's Bakery / 12280 Houze Rd #6, Alpharetta, GA 30004

<https://tinyurl.com/297lhj6b>

## **Housekeeping (Roswell)**

**\$15 an hour**

St. George Village / 11350 Woodstock Rd, Roswell, GA 30075

<https://tinyurl.com/2ay572v2>

## **Groundskeeper (Sandy Springs)**

**\$16 - \$18 an hour**

Aqua at Sandy Springs / 100 Greyfield Lane, Sandy Springs, GA 30350

<https://tinyurl.com/26lc93ep>

## **Server (Sandy Springs)**

**\$14 - \$15 an hour**

Somerby Sandy Springs / 25 Glenlake Pkwy NE, Sandy Springs, GA 30328

<https://tinyurl.com/253lan5n>

## **Server (Roswell)**

**\$14.50 - \$18.50 per hour**

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

<https://tinyurl.com/29a67odl>



Sandy Springs Connects! is a career expo that brings together local jobseekers and the thriving business community that resides in Sandy Springs. From Fortune 500 companies to small businesses, healthcare to retail, there's a wide variety of quality companies in varying industries right in our backyard.

Details at: <https://ourcac.org/sandy-springs-connects/>