
Administrative Assistant (Sandy Springs)



400 Northridge Rd Suite 1250, Atlanta, GA 30350

Responsibilities:

- Assist and support division with general office duties
- Create, maintain, and enter information into databases, scan, copy and file documents
- Prepare and provide reports, meeting materials, work orders, and other documents
- Assist in account setups and onboarding
- Provide service and support to customers with inquiries, account information, and other requests
- Utilize computer systems to maintain accurate data and organized filing

Qualifications:

- Previous Office or administrative experience
- Proficiency with Microsoft Office and general computer skills

Apply Online at: <https://tinyurl.com/23opcrey>

Source: Indeed

Administrative Assistant / Receptionist (Alpharetta)



2500 Northwinds Pkwy #360, Alpharetta, GA 30009

This position will provide administrative support to multiple engineering and surveying project teams.

- Create, modify, and produce detailed documents such as letters, proposals, reports, spreadsheets and memorandums using MS Office Suite
- Assist multiple project managers and Vice Presidents with any documentation necessary for the timely delivery of projects
- Process and distribute confidential and sensitive information/ documents
- File, retrieve and scan corporate documents, records and reports
- Coordinate calendars, schedules, meetings, trainings, and travel arrangements as requested
- May prepare meeting agendas and coordinate catering for luncheons, celebrations and client or internal meetings
- Answering phone calls

Qualifications:

- 5 years' experience in a similar administrative support role
- Must be proficient in MS Office Suite and Bluebeam or Adobe Acrobat
- Bachelor's degree preferred

8 am to 5 pm, Monday through Friday

From \$15 an hour

Apply Online at: <https://tinyurl.com/292hx9v4>

Source: Indeed

Administrative Assistant (Alpharetta)



1165 Sanctuary Pkwy, Alpharetta, GA 30009

This individual will support members of the Executive Leadership Team (ELT) in performing a range of administrative duties.

- Calendar management: scheduling meetings, ensuring calendars are updated and conflicts are addressed
- Coordinating and booking travel arrangements, domestic and international
- Expense reporting: gathering receipts, creating and submitting monthly reports, ensuring charges are put to the applicable General Ledger
- Coordinating, placing, and setting up catering orders
- Copying, scanning, and printing documentation
- Shipping documents

Qualifications:

- 3-5 years of administrative support in a corporate environment, supporting executive level leaders
- Four-year college degree preferred.
- Technical experience required.

Apply Online at: <https://tinyurl.com/28dz2rv5>

Source: Employer Website

Executive Assistant (Brookhaven)



3160 Buford Hwy NE, Brookhaven, GA 30329

We are seeking a highly organized and detail-oriented Executive Assistant to support our business owner.

- Provide comprehensive administrative support to the executive team
- Conduct research and gather information for various projects
- Perform data entry and maintain accurate records
- Assist with project coordination and follow-up on action items

Qualifications:

- Proven experience as a personal assistant or executive assistant
- Proficient in data entry and record keeping
- Proficient in using Google Suite (Gmail, Google Docs, Google Sheets)

\$19 - \$20 an hour

Apply Online at: <https://tinyurl.com/224za7yu>

Source: Indeed

Office Assistant PT (Roswell)



352 S Atlanta St, Roswell, GA 30075

Responsibilities:

Assist in maintaining business dashboards *Learn in-house system to create customer need tracking and sales reports *Assist finance with invoice entry *Work cross-functionally to help track key store milestones and renewals. *Assist in the creation and filing of various applications ie: lenders, licenses, trademarks etc. *Maintain & track office supply orders. *Improve the current office organizational system & aesthetic. Goal is to maximize efficiency and minimize paper! *Ensure office space is always customer ready. *Schedule meetings and capture meeting notes and deliverables. *Help plan staff travel arrangements. *Various projects and administrative tasks on a needed basis. *Assist in H.R systems.

Qualifications:

- 2+ years of office or administrative experience
- Knowledge of Google Workspace programs preferred

Available shifts all days except Sundays and Saturdays

\$15 - \$17 an hour

Apply Online at: <https://tinyurl.com/2cdxu4a3>

Source: Indeed

Secretary (Sandy Springs)

NORTHSIDE HOSPITAL

1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Performs a variety of administrative, secretarial and clerical duties which support management personnel in the overall operation of a department or service area.

Qualifications:

- One (1) year clerical/secretarial/customer service experience OR experience may be offset by an Associates or Bachelors degree.
- Typing requirements - 30 wpm.
- High proficiency in MS Office (Word, Excel and PowerPoint)
PREFERRED:
- Post high school education.
- Prior health care experience.
- Two (2) years of college with emphasis in accounting or business.
- Two (2) years experience in accounts payable or purchasing.

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

Source: Employer Website

Administrative Associate I (Alpharetta)



3650 Mansell Rd #200, Alpharetta, GA 30022

Responsibilities:

- May include some support for tracking budget expenditures.
- Coordinates and maintains departmental files, as assigned, in compliance with corporate and government regulations.
- Follows purchasing and requisition procedures, Corporate Security and Privacy Rules, Corporate Branding Guidelines, and Copy Center procedures (if applicable). Orders business cards and stationery.
- Coordinates new employee office set-ups and onboarding.
- May train/coordinate work for new administrative assistants.
- Responsible for implementing and maintaining the effectiveness of the Quality System.
- Frequently interacts with high-level executives.

Qualifications:

- High School diploma or equivalent.
- 8+ years previous admin experience or equivalent.
- Some college preferred.

\$19.60 - \$39.20 an hour

Apply Online at: <https://tinyurl.com/2742nk2e>

Source: Employer Website

Customer Support Specialist (Alpharetta)



1165 Sanctuary Pkwy, Alpharetta, GA 30009

Responsibilities:

- Enter customer requests in CRM tool and follow them through to completion.
- Assist in managing open CRM requests to ensure cases and associated tasks remain current and do not go overdue.
- Respond back to customers on follow up communications related to non-strategic matters as instructed by team.
- Follow up with customers on requirements to fulfill requests initiated by internal departments.

Qualifications:

- Proficient in Microsoft Word, Excel, Power Point and Outlook (Required)
- Proficient in mail merge
- Ability to cross reference spreadsheets/worksheets within Excel
- Associate Degree preferred or equivalent work experience
- One to two years of previous Customer Service Experience

Apply Online at: <https://tinyurl.com/27xb4vkv>

Source: Employer Website

Retail Office Assistant (Buckhead)



3256 Peachtree Road NE, Atlanta, GA 30305

Retail 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:

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

\$14 - \$16 an hour

Apply Online at: <https://tinyurl.com/26owje36>

Source: Employer Website

Customer Service Representative (Alpharetta)



Alpharetta, GA 30009

As a customer service representative, you will serve as the first point of contact for any of our internal or external customers. With incoming phone calls, you will act as a detective to determine any problem and find a solution to every issue. Whether you assist in scheduling a service, taking a payment, or updating customer files, you put the minds of our customers at ease. Additionally, you will work diligently to connect with customers via outbound calls to ensure technicians are fully scheduled and accounts are paid.

Qualifications:

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

\$33,000 - \$38,000 a year

Apply Online at: <https://tinyurl.com/2y8rp8v4>

Source: Indeed

Service Clerk (Roswell)



NALLEY LEXUS
ROSWELL

980 Mansell Road, Roswell, GA 30076

Responsibilities:

- File documents in the service and accounting departments
- Maintain all historical records for the dealership in an orderly fashion
- Pull files as needed for Management, Warranty companies, and/or Manufacturer
- Make copies for customers as requested
- Assist in daily receipting of funds and deposits
- Assist customer with cashing out
- Processes paperwork on a timely basis

Qualifications:

- High School Diploma or GED

Apply Online at: <https://tinyurl.com/2ya9d82t>

Source: Indeed

Club Concierge PT (Johns Creek)



THE COUNTRY CLUB
OF THE SOUTH

4100 Old Alabama Road, Johns Creek, GA 30022

Responsibilities:

- Direct Members and Guests to their destinations within the Club, provide business and concierge services to our Members and be proactive in creating Magic Moments.
- Inform Members and guests of Club services, features, upcoming events, room locations, and amenities both in person and over the phone.
- Assist Members in providing information for and scheduling appointments and reservations for Club programs and services in accordance with Club standards.
- Maintain the lobby, front entrance, workstation, and other surrounding areas clean and free of debris. Ensure supplies that may be needed by Members/Guests are stocked such as pens, notepads, etc.
- Accommodate Member and guest requests for business services, including but not limited to faxing, copying, mailing, and other concierge services, owning the request from start to finish.
- Assist Member Experience initiatives such as, but not limited to, Club Newsletter, Message on hold, the website calendar, and various other projects including event announcements, outbound calls to Members, and other marketing collateral to promote Member Services at the Club, always keeping materials current.
- Seat guests.

Qualifications:

- Minimum of one year of experience in the hospitality business or a similar role.
- Competent in working with multiple systems, including Microsoft Office Suite.

\$16 - \$18 an hour

Apply Online at: <https://tinyurl.com/2ab24boa>

Source: Indeed

Executive Assistant PT (Brookhaven)



4170 Ashford Dunwoody Rd NE Suite 250, Atlanta, GA 30319

Responsibilities:

- Manage the day-to-day schedules in such a way that our CFO and Executive team is able to complete their obligations in an organized, efficient way.
- Proactively manage calendar priorities based on customer meetings, fiscal calendars, current projects, and team needs.
- Prioritize work, resolve routine conflicts and issues; and prepare and implement administrative guidelines and procedures for CFO and Executive team.
- You will coordinate internal and external meetings, including but not limited to, team meetings, full staff meetings, all hands meetings, off-site meetings, one-on-one meetings, etc.
- Book appropriate domestic and international travel, taking into account travel Visas, costs and proper documentation.
- Assist with PowerPoint presentations and other Microsoft applications, including word processing, email and spreadsheet support when needed.
- Creates informational materials; provides general business supporting analysis, and proposal data; prepares, processes, and controls records, statistics, reports, and documents; and/or performs some fiscal support functions.

Qualifications:

- 5+ years of executive administrative experience.
- Excellent knowledge of Microsoft Teams and Office products, such as Outlook, PowerPoint, Word, Excel, etc.

Part-Time Hours: 25-30 hours a week (T/W/Thu in office)

\$22 - \$26 an hour

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

Source: Employer Website

Front Desk Representative PT (Perimeter)



4400 Ashford Dunwoody Road NE, Atlanta, GA 30346

Responsibilities:

- Greet clients with a warm and welcoming attitude as they enter the salon
- Schedule appointments and manage the salon's booking system efficiently
- Answer phone calls and respond to client inquiries in a professional manner
- Maintain cleanliness and organization of the front desk area and lobby
- Assist stylists and technicians with various tasks as needed
- Uphold salon policies and procedures to ensure a smooth operation

Qualifications:

- Previous experience in customer service or hospitality preferred
- Proficiency in basic computer skills and familiarity with salon software is a plus

\$15 - \$16 an hour

Apply Online at: <https://tinyurl.com/23zqynv2>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 4/14/24

Seasonal Automotive Detailer - Car Washer (Roswell)

\$17 an hour

Enterprise Rent-A-Car / 11572 Alpharetta Highway, Roswell, GA 30076

<https://tinyurl.com/23tl8hjZ>

Retail Stock Associate (Buckhead)

\$14 - \$16 an hour

Rooms To Go / 3256 Peachtree Road NE, Atlanta, GA 30305

<https://tinyurl.com/24vyezfl>

Crew Member (Alpharetta)

\$11 - \$13 an hour

Salata / 2560 Old Milton Parkway, Alpharetta, GA 30009

<https://tinyurl.com/299qjsnm>

Bus Driver (Alpharetta)

From \$16.50 an hour

Village Park / 12300 Morris Road, Alpharetta, GA 30005

<https://tinyurl.com/25gw5p5g>

Food Runner (Roswell)

From \$12 an hour

Movie Tavern / 4651 Woodstock Road, Roswell, GA 30075

<https://tinyurl.com/2amx8qu8>

Dishwasher/Utility PT (Sandy Springs)

\$15 an hour

Nothing Bundt Cakes / 5975 Roswell Rd Suite A-103, Sandy Springs, GA 30328

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

Donation Center Attendant Pt (Alpharetta)

\$14 an hour

American Kidney Services / 11570 Maxwell Road, Alpharetta, GA 30009

<https://tinyurl.com/26f2ejtj>