
Administrative Assistant (Sandy Springs)



2690 Mount Vernon Road, Atlanta, GA 30350

The ideal candidate will play a crucial role in supporting our staff with front desk responsibilities, including greeting visitors, managing calendars, and ensuring a positive experience for all guests. Additionally, it will include light bookkeeping tasks and a variety of administrative support.

- Greet and assist visitors in a professional and friendly manner.
- Manage incoming calls, redirecting them to the appropriate person or department.
- Provide general administrative support to the CEO, Director of Operations and Pastors.
- Organize and maintain files and documentation.
- Assist in maintaining accurate and up-to-date financial records.
- Record and code daily financial transactions, including accounts payable and accounts receivable.
- Reconcile uncategorized expenses.

Qualifications:

- High school diploma or equivalent; additional education or experience in accounting or finance is a plus.
- Experience in an administrative role.
- Proficiency in Microsoft Office Suite (Excel, Word).

\$19 - \$23 an hour

Apply Online at: <https://tinyurl.com/248s7t6m>

Source: Indeed

Total Rewards Coordinator (Brookhaven)



2002 Summit Boulevard, Atlanta, GA 30319

Responsibilities:

- Supports Benefits department processing billing.
- Updates and approves changes and/or error files in benefits administration system
- Administer the FMLA process including initiating paperwork, communication with employees and updating status in leave system
- Administers HR Status Change and other centralized processes
- Creates promotional/transfer/confirmation letters and sends out respective communication
- Assists in the communication of bonus plans
- Manages, codes and administers HR invoices
- Maintains electronic personnel records and files

Qualifications:

- 2-4 years' experience in administrative role preferably supporting HR, legal, and/or senior leaders

Apply Online at: <https://tinyurl.com/28o88lr8>

Source: Employer Website

Administrative Assistant (Perimeter)

BOHLER //

211 Perimeter Center Pkwy NE Ste 425, Atlanta, GA 30346

Qualifications:

- High School Diploma or GED required, Associates/Bachelor's degree a plus
- Previous experience supporting an individual, a team or project work

Apply Online at: <https://tinyurl.com/2ae2ks7n>

Source: Indeed

Guest Experience Coordinator (Sandy Springs)



111 Glenbridge Point Pkwy #1621, Sandy Springs GA 30342

This individual will help to set up and break down corporate apartments, maintain vendor relationships, and handle all customer service issues.

- Walking all apartments prior to move in and move out to assess damage, document issues, and ensure company standards
- Guaranteeing guest satisfaction - you are the guest go-to that goes above and beyond, seeking 95% and above for guest move in and move out surveys
- Occasional day time travel to: inspects apartments, deliver miscellaneous items to guests, and maintain/manage lockbox inventory
- Personalizing move in gifts and re-ordering welcome bag inventory as necessary
- Being the National liaison for coordinating vendor deliveries, pickups, setups, and installations
- Day time travel around the city required

Qualifications:

- High School Diploma or GED
- Must have drivers license, dependable vehicle and have a clean driving record
- Must have a reliable vehicle
- Knowledge of basic computer programs

\$17.07 - \$20.92/hour

Performance based bonus potential of ~ \$2,100

Apply Online at: <https://tinyurl.com/28rn8r47>

Source: Indeed

Receptionist (Alpharetta)



A Brambles Company

5897 Windward Pkwy, Alpharetta, GA 30005

This position is responsible for performing administrative tasks within the CHEP USA Alpharetta HQ to support daily operations. The individual will additionally serve as the first point of contact for all employees and visitors as they enter the office to have an enjoyable office experience.

- First point of contact ensuring that all incoming employees and visitors have an enjoyable office experience.
- Administration of badge management for all employees, visitors, and guests.
- Distributes and processes all incoming/outgoing mail via USPS, FedEx, etc.
- Provides assistance with the inventory management of office and coffee supplies within the location.
- Assists with internal building facility inspections as needed.

Qualifications:

- College Degree (but not required)
- Microsoft Office skillset as needed for the role
- Preferred Level of Work Experience: 1 - 3 years

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

Source: Employer Website

Unit Clerk PT (Dunwoody)



Emory Saint Joseph's Hospital

5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

Responsibilities:

- Answers unit/department telephones and greets visitors according to departmental procedure; screens calls and takes messages or refers caller/visitor to appropriate staff member.
- May page staff member if necessary.
- Receives and transcribes physicians' orders according to established guidelines.
- Records, updates, and maintains information in patient records in accordance with department protocol and federal, state and organizational guidelines.
- Routes records to appropriate department or staff and maintains confidentiality of information. Operates standard office equipment including telephones, copiers, fax machines, and computers. Inventories, orders, and maintains office supplies and forms; completes purchase requisitions and receives supplies.
- Responds to patient requests via patient intercom system.
- Relays information to appropriate staff for immediate attention.
- Arranges for medical tests, supplies, equipment treatment and special dietary needs as ordered by a physician.

Qualifications:

- A high school diploma or equivalent (preferred).
- One year previous clerical experience and experience with various personal computer software applications.

Every weekend, Saturday & Sunday 7am-5:30p

Apply Online at: <https://tinyurl.com/223v7syw>

Source: Employer Website

Police Records Clerk



4445 Buford Highway, Chamblee, GA 30341

The Police Records Clerk serves as the face of Chamblee and the main point of contact for citizens seeking information related to police records, criminal history reports and other police related information.

- Responsible for providing high end customer service to citizens seeking information through the Police Department
- Responds to criminal history requests from the public, providing detailed information as allowed by law.
- Handles report redaction when necessary, ensuring compliance with all applicable privacy laws
- Responds to requests through GOVQA in a timely and efficient manner
- Reviews information prior to responding to requests, ensuring that reports were completed completely and accurately. Seeks additional information when there are gaps in information.
- Processes alcohol and massage permits- collecting application costs, handling necessary photographs, fingerprinting (for massage permits)
- Answers questions via phone and in person, ensuring accurate information is provided to all citizens
- Completes billing analysis and reconciliation for over 20 large background/criminal history accounts.

Qualifications:

- High school diploma or equivalent required; Associate degree preferred
- Skilled in tracking and handling cash and evaluating cash handling procedures

Apply Online at: <https://tinyurl.com/2cq6kcfD>

Source: Indeed

Administrative Assistant (Dunwoody)



Jewish Family & Career Services

4549 Chamblee Dunwoody Road, Atlanta, GA 30338

Responsibilities:

- Draft and update vendor agreements as needed.
- Assist with bill payment and enter bills for payment into Sales Force or funder's portal, i.e., KAVOD SHEF and track expenses when applicable.
- Work with the accounting department on a quarterly basis to reconcile the accounting ledger and Sales Force entries.
- Handle all administrative tasks related to the grocery store gift card program for recipients in the National Homecare Program, which includes checking the balances on cards sent to survivors, ordering quarterly gift cards for participants in the program, mailing the gift cards with acknowledgement forms to participants, collecting the acknowledgement forms, tracking gift cards sent and creating entries in Sales Force.
- Assist program staff in researching assistance programs for clients without a local case manager.
- Create and maintain digital and physical client files, including entering new client information into Sales Force and updating client information as needed in the portal.
- Assist the NHP Program Coordinator with tasks related to reporting to funders.

Qualifications:

- College degree preferred.
- Must have experience using Excel and be comfortable with other computer applications.
- Sales Force experience preferred.

Apply Online at: <https://tinyurl.com/2b54mmcs>

Source: Indeed

Receptionist PT (Roswell)



1109 Green Street, Roswell, GA 30075

Roswell Nursing and Rehab is currently seeking a Part Time receptionist to manage our front desk, and perform a variety of administrative and clerical tasks. As a receptionist you will welcome guests and greet people who visit the center. You will also coordinate front-desk activities, including distributing correspondence, directing new admissions to the appropriate room and redirecting phone calls.

Qualifications:

- Computer skills

Hours - 7am - 7pm on the weekends mainly; 7am-8pm pickup during the week

\$13 - \$15 an hour

Apply Online at: <https://tinyurl.com/2cts4ox7>

Source: Indeed

Front Desk Associate (Alpharetta)



AN IHG HOTEL

12505 Innovation Way, Alpharetta, GA 30004

Responsibilities:

- Greet guests with a warm and welcoming demeanor
- Check-in and check-out guests efficiently and accurately
- Provide information about hotel amenities, local attractions, and dining options
- Handle guest inquiries, concerns, and requests promptly and professionally
- Answer phone calls and direct them to the appropriate department or staff member
- Assist with night audit duties as needed
- Maintain cleanliness and organization at the front desk area
- Collaborate with other hotel departments to ensure guest satisfaction
- Handle cash transactions and maintain accurate records

Qualifications:

- Previous experience in customer service or hospitality is preferred
- Familiarity with hotel management systems and phone systems is a plus

\$13.50 - \$14.00 an hour

Apply Online at: <https://tinyurl.com/23aft555>

Source: Indeed

Front Office Assistant PT (Sandy Springs)



5730 Glenridge Drive, Atlanta, GA 30328

Responsibilities:

- Greet all visitors to office in a calm, warm and friendly manner
- Directs patients to their specific appointment area
- Explains appropriate forms to patient and/or family member and obtains signatures on all forms
- Obtains completed Patient Information Sheets
- Admission Forms
- All insurance information and verification
- Scheduling of new patients/referrals
- Notifies patient of co-pay and/or co-insurance and/or deductible or any other payment that will be necessary and collects at time of service
- Performs any opening procedures of the building in anticipation of the arrival of staff and patients
- Answers all phone inquiries in a courteous fashion and directs calls to specified areas
- Scheduling of appointments
- Ensure all appropriate forms are included

Qualifications:

- High school diploma or equivalent
- One year previous front office experience preferred
- Medical terminology helpful
- Computer literate / proficient
- Experience with insurance verification

\$18 - \$20 an hour

Apply Online at: <https://tinyurl.com/23qdsh7a>

Source: Indeed

Receptionist (Alpharetta)



7601 North Point Pkwy Suite A, Alpharetta, GA 30022

Responsibilities:

- Greets and welcomes all visitors to the Customer Support Center and notifies appropriate party of arrival. Ensures all guests sign in / out via Visitor Log.
- Answers and redirects incoming calls to respective department or provides information to caller as necessary.
- Maintains calendars for Meeting Rooms; coordinate room reservations based on size and needs of meetings.
- Performs all mail center duties, including distribution of mail to internal mailboxes, informing recipients of packages received, and maintaining all shipping and postage supplies.
- Manages monthly service award program to include generating monthly reports, distribution of awards, and reconciliation of invoices.
- Manages the ordering and inventory of office supplies for Customer Support Center and reconciles invoices.
- Maintains and updates Customer Support Center directory and internal communications HUB with associate anniversaries and birthdays.
- Submits service requests for printers and copiers as necessary; maintains adequate supplies for printers and copiers such as toner, ink, and copier paper.
- Manages UPS shipping software to include generating daily reports, coding of invoices, and updating software occasionally.

Qualifications:

- High school diploma and at least 2 years of experience in an administrative role with intermediate knowledge of Microsoft Office products to include: Word, Outlook, and Excel.

Apply Online at: <https://tinyurl.com/26s2kbra>

Source: Employer Website

Concierge PT – Weekends (Roswell)



655 Mansell Rd, Roswell, GA 30076

Responsibilities:

- Greeting and assisting residents and guests in a professional and courteous manner
- Answering phone calls, taking messages, and directing inquiries to the appropriate person
- Managing resident requests and ensuring timely resolution
- Maintaining a neat and organized front desk area
- Assisting with administrative tasks such as sorting mail and scheduling appointments

Qualifications:

- High school diploma or equivalent
- Previous experience in a customer service role preferred
- Knowledge of basic computer skills

Part-time position working every other weekend; Shift hours may vary based on operational needs

Apply Online at: <https://tinyurl.com/29qdm6bh>

Source: Indeed

Service Greeter (Roswell)



11130 Alpharetta Highway, Roswell, GA 30076

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 valid Driver's License
- Must have a high school diploma or military equivalent experience

Apply Online at: <https://tinyurl.com/2ynzyv3r>

Source: Indeed

Hospitality Assistant PT (Buckhead)



3535 Peachtree Road NE, Atlanta, GA 30326

Roam is a comprehensive work, meet and office solution with seven locations in Metro Atlanta. The purpose of the Hospitality Assistant (HA) is to support his/her workplace team in the execution of all hospitality operations.

- Prepare and provide high-quality coffee and beverage and snack service for individuals and groups. Assist in the opening and closing procedures at the cafe.
- Ensure the cafe and kitchen areas are routinely cleaned, stocked and organized.
- Prepare corporate meeting clients and members for a productive meeting experience, ensuring IT, audio-visual, and room-setup are highly functioning and ready for our customers.

Qualifications:

- Hospitality or customer service experience with a strong operational focus.

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

Source: Indeed

Food Service Attendant (Sandy Springs)



Scottish Rite

1001 Johnson Ferry Road NE, Atlanta, GA 30342

Provides clerical support needed to ensure that all patients receive diets as ordered and that preferences and allergies are adhered to.

- Answers the diet office telephone within three rings, records telephone messages accurately, and completes required processing/follow-through in a timely manner.
- Ensures all diet orders are processed in a timely manner.
Updates all patient information cards and ensures all special request/needs are noted and adhered to.
- Checks patient tray line and ensures that all meal trays meet department standard.
- Complies with all infection control, safety, Occupational Safety and Health Administration procedures, and regulations.
- Works with Food Service Attendants in preparing special items for patient tray line as necessary.
- Maintains neat and accurate temperature/census records for continuous quality improvement program.
- Operates different computer programs.

Qualifications:

- 1 year of experience in office work
- Experience working in a hospital preferred
- High school diploma or equivalent preferred

Apply Online at: <https://tinyurl.com/2a4qudot>

Source: Employer Website

HR Assistant (Sandy Springs)



5775 Glenridge Dr Building B, Suite 500, Atlanta, GA 30328

Responsibilities:

- Serves as the Day-1 onboarding contact for all corporate new hires to ensure workstation, supplies, equipment are ready for new hires.
- Manages the employee gifts for special events (baby, bereavement, etc.).
- Oversees corporate headquarters building maintenance issues, including but not limited to: employee badge access, maintenance requests, supply ordering, etc.
- Serves as the first point of contact for all visitors within our corporate headquarters.
- Manages the weekly lunch ordering for corporate offices on regular schedule.
- Ensures the corporate offices are clean and orderly for employees and guests, including break room.
- Receives and sorts mail and packages and ensures recipients receive scanned copies timely.
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the seating charts for corporate headquarters and ensures guests and employees have designated space as needed.

Qualifications:

- Bachelor's Degree in Human Resources or the equivalent years related experience preferred
- Prior HR experience a plus but not required.
- Prior HRIS experience a plus but not required.
- Intermediate computer skills including Microsoft Office; especially Word, Excel, and PowerPoint.

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

Source: Indeed

Front Office Receptionist / Scheduler (Sandy Springs)



5290 Roswell Road, Atlanta, GA 30342

Responsibilities:

- Greeting and assisting patients, answering phones, reminder phone calls to new patients for the following day, educating patients to their benefits and policies of our office, and scheduling appointments.
- Navigating payment policies through insurance verification, tracking authorizations, managing incoming mail (payments), and determining and collecting patient payments
- Maintaining patient accounts by keeping up changing personal and financial information
- Protecting patients right by maintaining confidentiality of medical and personal information.
- General office task, therapist support task, assisting with social media accounts.

Qualifications:

- Customer Service: 1 year (Preferred)
- Computer Skills: 1 year (Preferred)
- Experience with health insurance is a plus

\$13 - \$15 an hour

Apply Online at: <https://tinyurl.com/2a7zqj2m>

Source: Indeed

Corporate HR and Benefits Administrative Assistant (Chamblee)



5901 Peachtree Blvd, Atlanta, GA 30341

Responsibilities:

- Administer pre-employment screenings and report results to the hiring manager. If applicant is unable to drive, the non-driver form is signed by employee and GM. If the applicant is not hired due to the results, request the Pre-verse/ Adverse action letter.
- Prepare new hire packages, schedule the new hires to complete the new hire package, and ensure new hires have completed paperwork.
- E-verify Admin - all new hires and keep track of Work Authorization expirations
- Email Benefits Eligibility Letters.
- Provide payroll and clerical support to the HR Department.
- Maintain employee files and records compliant with state and federal regulations. (complete occasional audits).
- Complete Employment Verifications.
- Scan HR documents (employee files, etc.)

Qualifications:

- HR administration: 1 year (Preferred)
- Benefits administration: 1 year (Preferred)
- ADP: 1 year (Preferred)
- Payroll: 1 year (Preferred)
- Must have a valid Driver's License

\$18 - \$20 an hour

Apply Online at: <https://tinyurl.com/2dze6cjm>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 3/31/24

Room Attendant (Alpharetta)

\$13.00 - \$13.50 an hour

Holiday Inn Express / 12505 Innovation Way, Alpharetta, GA 30004

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

Dishwasher (Brookhaven)

\$15 - \$19 an hour

Egg Harbor Café / 3930 Peachtree Rd suite 201, Brookhaven, GA 30319

<https://tinyurl.com/27jlj47r>

Housekeeping (Buckhead)

\$15 an hour

Element Atlanta Buckhead / 3491 Piedmont Road, Atlanta, GA 30305

<https://tinyurl.com/2amxlhq8>

Host PT (Alpharetta)

From \$10 an hour

The Southern Porch / 62 North Main Street, Alpharetta, GA 30009

<https://tinyurl.com/26c2w6ht>

Food Runner (Buckhead)

\$15 - \$18 an hour

Intown Golf Club / 3050 Peachtree Road NW, Atlanta, GA 30305

<https://tinyurl.com/2bx4tgsg>

Gate Security Guard (Roswell)

\$21 an hour

Saint Francis School / 9375 Willeo Road, Roswell, GA 30075

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

Escape Room Host (Sandy Springs)

\$14 - \$16 an hour

Escapology Sandy Springs / 8725 Roswell Road, Atlanta, GA 30350

<https://tinyurl.com/22h3lc2f>

Food Service, Housekeeping, & Other Now Hiring – Week of 3/31/24

Bell Attendant (Buckhead)

Thompson Atlanta / 415 East Paces Ferry Rd NE, Atlanta, GA 30305

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

Dishwasher (Sandy Springs)

\$11.15 - \$15.75 an hour

Zanzi Bar Cuisine & Shisha Lounge / 350 Northridge Road, Atlanta, GA 30350

<https://tinyurl.com/28pl2c6u>

Evening Church Housekeeper (Johns Creek)

\$14 - \$15 an hour; 30 hrs/wk

Perimeter Church / 9500 Medlock Bridge Rd, Johns Creek, GA 30097

<https://tinyurl.com/2543zbs3>

Server (Buckhead)

\$26/Hour negotiable based on experience

Cherokee Town & Country Club / 155 W Paces Ferry Rd NW, Atlanta, GA 30305

<https://tinyurl.com/24y8lnjs>

Automotive Valet/Porter Drivers (Chamblee)

From \$15 an hour

Jim Ellis Automotive Group / 5901 Peachtree Blvd, Atlanta, GA 30341

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