
Training Coordinator (Perimeter)



4891 Ashford Dunwoody Road, Atlanta, GA 30338

Responsibilities:

- Conduct the safety training requirements portion of new employee orientation
- Oversee or assist with departmental training
- Oversee, implement or assist with the implementation of annual safety training
- Ensure training on SOP bulletins and/or updates are implemented in a timely manner
- Schedule, review and assess the completion of annual competency requirements
- Travel within the district to conduct training sessions and ensure training by branch trainer is implemented consistently and effectively
- Audit department personnel to ensure staff performs procedures consistently and within SOP/Training guidelines and requirements

Qualifications:

- Associate's degree; an equivalent combination of education, training, and experience may be substituted
- Strong computer skills including Microsoft Office applications

Preferred:

- Bachelor's degree
- Training and/or education experience

\$19.75 - \$21.73 an hour

Apply Online at: <https://tinyurl.com/29pf3w4x>

Source: Employer Website

Scheduling Coordinator PT (Dunwoody)



1370 Center Dr #101, Dunwoody, GA 30338

Shared duties include answering phones, scheduling appointments, receiving payments, and other administrative items.

Qualifications:

- Previous experience in the healthcare industry is not required, but basic phone and computer skills are necessary.

Monday-Thursday 9:00-1:00.

Apply Online at: <https://tinyurl.com/2co8ejjo>
Source: TheAhaConnection

Front Desk Receptionist / Insurance Verification PT (Alpharetta)



**NORTH FULTON CHIROPRACTIC
CENTER
MASSAGE AND REHABILITATION**

254 North Main Street, Alpharetta, GA 30009

The job entails greeting and checking in patients, making phone calls, answering phones, verifying insurance benefits ect.

[No qualifications specified in ad.]

\$16.00 - \$20.00 per hour

Apply Online at: <https://tinyurl.com/29ffehb7>

Source: Indeed

Administrative Assistant (Roswell)



250 Hembree Park Dr # 100, Roswell, GA 30076

As the Administrative Assistant, you will be responsible for office operations at the RCX Sports Headquarters in Roswell, GA. You will manage the front desk and act as the main point of contact for all guests, vendors, service providers, and staff members visiting the office. You'll oversee the office and ensure a clean, safe, and secure environment for everyone. In this role, you'll regularly work collaboratively with the RCX Sports Executive Team, Human Resources Team, Information Technology, and teammates from all departments within RCX Sports.

Qualifications:

- High school diploma or equivalent; bachelor's degree preferred
- At least 2 years of experience in office management, administrative, or executive assistance
- Proficiency in Microsoft Office and other office software.

Apply Online at: <https://tinyurl.com/2y84nows>

Source: Indeed

Administrative Assistant (Dunwoody)



3 Dunwoody Park, Atlanta, GA 30338

Responsibilities:

- Collaborate with the Admin Director with ideas for new advertising channels.
- Perform a variety of administrative tasks in support of hiring quality candidates in a timely manner, including criminal background checks and drug screens.
- Complete daily and weekly reports on recruitment activities and statistics.
- Maintain employment records.
- Keep employee files up to date and organized efficiently.
- Perform various tasks within the human resources systems to maintain employee information and time keeping data.
- Stay up-to-date on employment laws.
- Issuing uniforms

Qualifications:

- Advanced skills with MS Office tools
- Customer service: 1 year (Preferred)

\$16 - \$18 an hour

Apply Online at: <https://tinyurl.com/2xqrr04c>

Source: Indeed

Receptionist (Chamblee)



HENNESSY LEXUS
ATLANTA

5955 Peachtree Industrial Boulevard, Atlanta, GA 30341

Responsibilities:

- Answer incoming calls in a courteous and professional manner.
- Direct calls to the appropriate department or person.
- Take accurate messages when the appropriate employee is unavailable.
- Greet customers as they enter the dealership showroom and direct them to the appropriate department or person.
- Provide administrative support to the sales and service teams as needed.

Qualifications:

- Previous customer service or administrative experience in a high volume environment.

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

Source: Indeed

Talent Acquisition Coordinator (Alpharetta)



30000 Mill Creek Ave, Alpharetta, GA 30022

The successful candidate will play a key role in assisting with various aspects of the recruitment process for highly skilled candidates in hardware, firmware, software development, quality, and testing, especially within the domains of gas, water, and electricity.

- Perform national non-exempt recruiting efforts, assisting with sourcing, screening, coordinating interviews, and presenting offers to selected candidates for non-exempt positions.
- Collaborate with human resource business partners (HRBP) on compensation for non-exempt positions.
- Document all recruitment activities and candidate interactions in the SuccessFactors (myGPS) system to maintain accurate and up-to-date records.
- Craft engaging and appealing job postings that attract attention and motivate candidates to apply.
- Create and update social media accounts to promote Landis+Gyr as an employer of choice.
- Represents Landis+Gyr at career fairs and maintains relationships with vocational schools.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Previous experience in talent acquisition coordination or related roles is a plus.

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

Source: Employer Website

HR Specialist (Buckhead)

Novelis

3560 Lenox Road NE, Atlanta, GA 30326

The ideal candidate will be responsible for a variety of HR services including moderately complex employee lifecycle transactions, applying case management tools to resolve advanced HR, employee, and manager queries with high levels of customer satisfaction, and performing data entry related to employee administration for Novelis locations across the US and Canada.

Qualifications:

- A bachelor's degree in Human Resources, Business or related field. Equivalent work experience acceptable.
- 3-5 years of relevant experience in HR, HR operations, or a related functional area
- Proficiency in Microsoft Office and experience with HR systems

Apply Online at: <https://tinyurl.com/24o7naum>

Source: Employer Website

Fitness Receptionist PT (Buckhead)



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
- Club experience (preferred, but not required)

Weekends from 1-7pm

Apply Online at: <https://tinyurl.com/2agtc8fu>

Source: Indeed

Community Associate (Alpharetta)



8000 Avalon Boulevard, Alpharetta, GA 30009

As a Community Associate, you'll work closely with new and existing customers across a myriad of industries, working to create and maintain your own community within your center, where you will help take care of all the administrative and support needs for your customer.

Qualifications:

- Ideally 1+ years of customer service experience
- Experience and confidence using MS Office and other basic IT equipment

\$17 an hour

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

Source: Employer Website

Receptionist PT (Roswell)



1109 Green Street, Roswell, GA 30075

Manage our front desk, and perform a variety of administrative and clerical tasks.

Qualifications:

- Computer skills

3:30pm - 8:00pm During the Week; Weekend Rotation Sat and Sunday 7:30am - 6:00pm

\$13 - \$15 an hour

Apply Online at: <https://tinyurl.com/22hlbbo2>

Source: Indeed

PM Guest Service Agent (Perimeter)

SPRINGHILL SUITES®
BY MARRIOTT

1005 Crestline Pkwy, Sandy Springs, GA 30328

This position is responsible for processing check-ins/outs, securing payment, verifying and adjusting billing, and assisting guests with reservations and requests.

[No qualifications specified in ad.]

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

Source: Indeed

Posted 5/19/2024

Receptionist / Concierge (Alpharetta)



3675 Old Milton Pkwy, Alpharetta, GA 30005

Responsibilities:

- Answers and screens all incoming telephone calls in a courteous and professional manner, routing calls and taking messages as appropriate.
- Greets all visitors in a friendly, courteous, and professional manner.
- Screens and requires visitors to “sign in” at reception desk.
- Notifies Residents of visitors.
- Instructs Resident’s visitor according to Resident’s instructions.
- Receives and processes incoming mail.
- Accepts all outgoing mail/packages.
- Types, copies, orders, and maintains inventory of office supplies, performing other clerical duties as assigned.
- Maintains and updates Emergency Phone Number Log and keeps log at frontdesk.
- Maintains and updates emergency contact information on each Resident and keeps information at front desk.
- Assists managers with various clerical responsibilities.

Qualifications:

- High School Diploma required.
- Must have word-processing and clerical skills.

Required to work weekends and holidays as assigned.

Apply Online at: <https://tinyurl.com/2y5ev3ao>

Source: Employer Website

HR Admin Specialist (Sandy Springs)



5780 Peachtree Dunwoody Road, Atlanta, GA 30342

Responsibilities:

- Performs various types of clerical and receptionist functions.
- Receives and screens calls and visitors, responding to routine inquiries with standardized information.
- Provide float coverage for Human Resources Offices.
- Assist with I-9 physical inspection of new hire and existing Northside staff.
- Opens and routes incoming mail. Responds to Front Desk email communication. Coordinates and prepares mail-outs, which involves maintaining/updating distribution lists.
- Create and distribute new hire and replacement badges.
- Maintains accurate new hire and department files, logs, and records information; May maintain employee files and perform other duties as necessary to maintain record keeping system.
- May perform departmental tasks, which involve preparing/processing paperwork and data entry.
- May assist candidates with forms and applications.

Qualifications:

- High School Diploma or GED.
- One (1) year clerical/secretarial/customer service experience.

Preferred:

- Post high school education.
- Prior health care experience.

Apply Online at: <https://tinyurl.com/29ru4dw5>

Source: Employer Website

Front Desk Receptionist PT (Alpharetta)



3005 Old Alabama Road, Alpharetta, GA 30022

Responsibilities:

- Greet Families with a smile!
- Answer phone calls and respond to email inquiries
- Be informed on our swim curriculum and help families choose their class schedule and complete registration
- Take payment for retail products sold in lobby area
- Give out stickers, high fives, and celebrate swim achievements with students and parents!
- Maintain the cleanliness of the school throughout shift

Qualifications:

- Sales/Admin/Office experience

Expected hours: 15 - 30 per week

\$13 - \$15 an hour

Apply Online at: <https://tinyurl.com/268wkblm>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 5/19/24

Laundromat Attendant (Sandy Springs)

\$13.50 - \$15.00 an hour

Laundry Lounge / 7405 Roswell Road, Sandy Springs, GA 30328

<https://tinyurl.com/27chma4g>

Pool Server (Brookhaven)

\$14 - \$15 an hour

Capital City Club / 53 W Brookhaven Dr Ne, Atlanta, GA 30319

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

Dishwasher (Roswell)

\$12 - \$14 an hour

Pure Taqueria / 1143 Alpharetta St, Roswell, GA 30075

<https://tinyurl.com/2yfjz65o>

House Person (Dunwoody)

\$15 an hour

Home 2 Suites / 6110 Peachtree Dunwoody Road, Atlanta, GA 30328

<https://tinyurl.com/22av5s39>

Server Assistant PT (Buckhead)

\$17 an hour

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

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

AM Room Service Server (Buckhead)

Whitley / 3434 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/27e7wjho>

Server (Sandy Springs)

\$15 - \$17 an hour

Baraonda Restaurant / 6075 Roswell Rd Suite 100, Sandy Springs, GA 30328

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

Food Service, Housekeeping, & Other Now Hiring – Week of 5/19/24

Waitstaff/Cashier/Foodrunner (Brookhaven)

\$18 an hour

The Greek Pizzeria / 3400 Clairmont Rd NE, Brookhaven, GA 30319

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

Spa Attendant, Men's Locker Room (Buckhead)

Waldorf Astoria / 3342 Peachtree Road, NE, Atlanta, GA 30326

<https://tinyurl.com/2ah6b2es>

Rental Car Detailer PT (Buckhead)

\$13 an hour

Avis / 3405 Lenox Road NE, Atlanta, GA 30326

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