
Front Desk Receptionist / Office Assistant (Brookhaven)



2573 Apple Valley Rd NE, Brookhaven, GA 30319

Receptionist position to greet clients as they enter the building. We are searching for a cheerful, positive, detail-oriented receptionist. This person will answer phones, direct calls, greet clients and office visitors, schedule Teams Meetings for attorneys and assist with some basic correspondence, and help with other office duties.

Qualifications:

- Associate (Preferred)
- Fully vaccinated against COVID-19

\$40,000 - \$45,000 a year

Apply Online at: <https://indeedhi.re/3bOe8ez>

Source: Indeed

Posted 8/14/2022

Makeover Coordinator (Roswell)

SUNNY & RANNEY

HOME FURNISHINGS AND DECOR
109B Oak St, Roswell, GA 30075

Makeover Coordinator serves as the liaison for the Makeover Family, the Volunteer Design Team and the office staff.

- Makeover Application Process a. Print, put together decision sheets for review committee, utilize volunteers for phone interviews
- Schedule family photos & Reveal Day photos with Volunteer Professional Photographer.
- Schedule Videographer for High Profile Makeovers, as directed by the Executive Director.
- Serve as initial contact to Makeover Families
- Work with designers on design plans based on Designer Partnership Program. a. Attend Design meetings b. Proof and compile designer proposals c. Enter Selections into BuilderTend or assist Designer with Selection Entry
- Data Entry for Inventory & Projects
- Perform basic administrative tasks such as copying, filing and creating job folders
- Order and maintain stock of Office Supplies
- Pick up mail & packages from UPS Store, receive packages at Charity Headquarters
- Disseminate information or resolve questions, as needed. Such as, notating and communicating ship dates that place projects at risk.
- Pull building permits.
- Receive Furniture deliveries at makeover homes/job sites
- Order Design Decor, Furniture, Therapy Equipment, etc.
- On-site visit with project manager (or volunteer)

Qualifications:

- Customer Service Experience
- Knowledge of Google Suite & Microsoft Word
- Design Experience or Merchandising is Favorable

\$45,000 - \$55,000 a year

Apply Online at: <https://indeedhi.re/3Qq8Zbs>

Source: Indeed

Posted 8/14/2022

Receptionist (Sandy Springs)



200 Sandy Springs PI NE, Atlanta, GA 30328

Our office is looking for a front desk receptionist to greet clients as they walk into the building. You will also be responsible for other administrative duties such as answering phone calls, scanning documents, mail duties, event scheduling, and other office tasks.

Qualifications:

- Previous receptionist and administrative experience

\$35,000 - \$45,000 a year

Apply Online at: <https://indeedhi.re/3vTP9gT>

Source: Indeed

Posted 8/14/2022

After School Program Assistant PT (Roswell)



10500 N Clara Dr, Roswell, GA 30075

Responsibilities:

- With Student Programs Team, develop and implement student programming that is fun and engaging, as well as developmentally appropriate in the areas of character development, fitness and recreation, academics and enrichment activities
- Engage and work with volunteers to meet students' needs in increasing academic skills, social skills, and physical development.
- Work with volunteers to plan and deliver exposure to a variety of extracurricular experiences that provide enrichment in art, music, etc. (concerts, plays, art displays, etc.)
- Ensure student programs are engaging to students by combining fun with an educational environment
- Engage with parents to support children's academic achievement and informal learning
- Assist in the planning and deployment of volunteer groups involved in student programs
- Assist in the assignment of volunteers based on students' needs and volunteer's skill level.
- Communicate clearly with parents regarding child injuries or behavioral challenges
- Maintain cleanliness in all program areas

Qualifications:

- Knowledge and understanding of child development and behavior management
- GA driver's license and reliable transportation

\$17 - \$22 an hour

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

Source: Indeed

Posted 8/14/2022

Receptionist (Alpharetta)



3400-C Old Milton Pkwy. Suite 265. Alpharetta, Georgia 30005

The receptionist is responsible for all reception and front office duties, including attending to visitors and responding to telephonic and in-person inquiries. This position also assists other staff members with various clerical duties as necessary, including photocopying, faxing, distributing mail and filing.

Qualifications:

- High school diploma or GED required.
- Up to two years of customer and/or clerical experience. Two or more years of customer service and/or clerical preferred.

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

Source: Indeed

Executive Assistant to CEO & COO (Buckhead)



3475 Piedmont Rd NE Suite 1150, Atlanta, GA 30305

Responsibilities:

- Maintain calendar of CEO & COO, coordinate scheduling meetings via MS outlook. This means schedule, arrange, and facilitate meetings (sometimes across different time zones)
- Ensure complete preparation for all meetings including researching and writing, agendas, coordinating materials and communicating with attendees.
- Responsible for all domestic and international travel arrangements, including flights, ground transportation, hotels, visa coordination etc.
- Answering incoming phone calls in a polite and professional manner and accurately taking messages
- Acting as the point of contact among executives, employees, clients and other external partners
- Maintaining of relevant files, 99% of files are digital
- Perform general clerical duties including but not limited to Filing, photocopying, faxing, and mailing

Qualifications:

- 5+ years of experience as an Executive Assistant

\$55,000 - \$70,000 a year

Apply Online at: <https://indeedhi.re/3p9oNUh>

Source: Indeed

Posted 8/14/2022

Business Office Associate (Roswell)



11450 Alpharetta Hwy, Roswell, Georgia, 30076

You will guide customers through the paperwork associated with vehicle sales and support the functions of all store departments.

- Opening and closing the business office, completing financial transactions, and processing paperwork
- Maintain coverage at information desk and answer multi-line phone system

Qualifications:

- Customer service experience
- Basic computer skills, including word processing and spreadsheets

Apply Online at: <https://bit.ly/3vTm2dw>

Source: Employer Website

Receptionist (Alpharetta)



925 North Point Pkwy, Alpharetta, GA 30005

Responsibilities:

- Answer the telephone by using PC console
- Transfer called to desired extension/phone
- Schedule and administer company conference calls
- Schedule meeting rooms
- Greet guests and follow visitor process - professional greeting, log walk-ins
- Research and make recommendations for partially paid invoices
- Run Browsers and update in spreadsheet on weekly basis
- Check correspondence and send out letters for contracts
- Assist with entering address changes
- Scanning of all special billing contracts, pricing requests and backup documentation

Qualifications:

- 2 years prior reception or office administration experience
- Strong in Microsoft Office, including ability to create Outlook calendar invites.
- Reliable transportation

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

Source: Employer Website

HR Coordinator (Dunwoody)



1050 Crown Pointe Pkwy #810, Atlanta, GA 30338

This role focuses and assists with recruiting for the firm, as well as performs administrative tasks. This role provides administrative support to the human resource function as needed, including record-keeping, and file maintenance.

- Represents our Firm on campuses to identify top talent for the firm from targeted universities and promotes the firm in a positive light for all our key sources.
- Develops strong relationships with faculty and students, while collaborating with our team members and partners to facilitate the networking and branding at the targeted schools
- Works with campus faculty and student organizations to schedule and coordinate on campus activities including but not limited to Meet the Firms / career fairs, banquets, on campus presentations, mock interviews, resume workshops, interview process and deploy identified talent to various offices.
- Assists with filling entry-level associate, intern and summer leadership roles across Assurance, Tax , Advisory and IT services.
- Works alongside with the HR Manager to plan and implement the firm's annual Summer Leadership Program.
- Become proficient to maintain Applicant Training System (ATS).
- Develops a working list of students (pipeline) that there is intentional and consistent follow up with the students to maintain relationships.
- Travel throughout the region, with heightened travel requirements during peak recruiting seasons (January-April; August-November) is required for this position.
- Provides clerical support to the HR department.

Qualifications:

- Bachelor's degree in human resources or related field and/or equivalent experience.

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

Source: Employer Website

Executive Administrator (Alpharetta)



3700 Mansell Rd, Alpharetta, GA 30022

Responsibilities:

- Support the head of the Digital Operations Business Line with dedicated executive administration
- Support of scheduling, travel plan and departmental event coordination, and streamlining administrative processes.
- Frequent communication and interaction with senior-level personnel, Directors, and external collaborators and contacts to assist with departmental objectives.

Qualifications:

- 5+ years of experience supporting administrative functions at the executive level

Apply Online at: <https://nokia.ly/3pg36ln>

Source: Employer Website

Front Desk Associate (Perimeter)



Hyatt Regency Atlanta Perimeter

4000 Summit Blvd NE, Atlanta, GA 30319

Responsibilities:

- Greet customers
- Complete the registration process
- Verify and input credit cards
- Promptly answer the telephone
- Close guest accounts

Qualifications:

- High School diploma or equivalent preferred.
- Prior hotel experience preferred however we will train.

\$15 an hour

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

Source: Indeed

Posted 8/14/2022

Part Time Customer Service Desk

Associate (Alpharetta)

VON MAUR®

North Point Mall

A Customer Service Desk Associate provides excellent customer service to customers and employees at the service desk, answers telephones, provides customer charge account services, gift wraps packages, and prepares packages for shipping.

[No qualifications specified in ad.]

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

Source: Employer Website

Posted 8/14/2022

Executive Assistant / Office Manager (Buckhead)



Oxford Financial Group, Ltd. will be opening an office location in Atlanta's Buckhead district.

Plans and coordinates meetings, conferences, and travel for assigned Managing Directors (MDs). Manages schedules through communication with clients, prospects and advisors regarding upcoming meetings using Microsoft Outlook and Salesforce. Compiles expense/mileage reports for assigned MDs. Provides prompt and friendly service to Oxford guests and associates by answering and directing phone calls, greeting and assisting guests and assisting with catering meetings.

Qualifications:

- Associate degree in business related field or equivalent experience
- 3 years customer service/administrative experience in a fast paced environment
- Advanced Outlook skills

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

Source: Employer Website

Part-Time Recreation Leader



This is an entry-level position within the Parks and Recreation Department.

Responsibilities:

- Performs customer service functions; answers incoming telephone calls; provides assistance and information related to department programs, activities, procedures, forms, fees, or other issues; distributes activity schedules, registration forms, or other documents; responds to routine questions/complaints, researches problems, and initiates problem resolution.
- Receives monies in payment of program/activity fees, deposits, or other fees/services; records transactions and issues receipts; makes bank deposits or forwards revenues.
- Maintains current schedule of all activities in the recreation center; reserves use of meeting rooms or other facilities by individuals/groups or for scheduled activities;
- Registers individuals to participate in recreational programs/classes
- Performs facility opening/closing procedures; unlocks recreation center facilities each morning; locks/secures facilities in evening.

Qualifications:

- High school diploma or an acceptable equivalency diploma; supplemented by a minimum of six (6) months of experience, volunteering, teaching, leading or training involving recreation facility operations; customer service, working in a public setting and/or general office work; or any equivalent combination of education, training, and experience.

This position is considered "Continuous Part Time", working up to 25 hours per week on a regular schedule of Monday – Sunday.

\$15.00 - \$18.35 an hour

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

Source: Employer Website

HR Administrator / Corporate Front Desk (Alpharetta)



HoneyBaked Ham Corporate Office

3875 Mansell Rd, Alpharetta, GA 30022

Welcoming all visitors to the Corporate Support Center, answering incoming calls, and providing a high level of customer service to each caller. The HR Administrator also provides mail and shipping services for the Customer Support Center as well as administrative support services for the Human Resources Team.

Qualifications:

- 2+ years of experience in an office environment
- Office switchboard experience and basic Excel skills
- Experience with Microsoft Office products, including Outlook

8:30 to 5:00.

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

Source: Employer Website

Administrative Specialist (Alpharetta)



100 N Point Ctr E, Ste 200, Alpharetta, Georgia, 30022

In this role, you will serve as the Administrative Specialist and provide support to the Executive Assistant (EA) to the Chief Customer Officer (CCO). You will serve as a back-up to the EA and periodically provide direct administrative support to the CCO.

- Maintain and process expense reports for Chief Customer Officer.
- Assist with distribution of meeting notes as directed by EA.
- Prepare, compose, and/or edit documents and presentations including sending emails on behalf of the CCO.
- Work with EA to manage and initiate conference calls and meetings.
- Assist with compiling and updating information using the customer management system.
- Assist with travel coordination as needed.

Qualifications:

- Relevant degree preferred.
- 2 or more years of experience in a support role working with an executive is required.
- Comprehensive knowledge of Microsoft Office applications.

\$45,100 - \$65,350 a year

Apply Online at: <https://bit.ly/3QpdR0Q>

Source: Employer Website

Administrative Assistant (Sandy Springs)



6600 Peachtree Dunwoody Road, 600 Embassy Row NE Suite 150, Atlanta, GA 30328

Responsibilities:

- Preparing and organization of a variety of documents
- Assisting with discovery document production, including redacting documents and Bates Labeling documents
- Reviewing and Drafting legal documents
- Ensuring accurate client and case files
- Requesting documents and records
- Preparing indexes of documents
- Case management involving maintaining case lists, calendaring docket deadlines, and archiving files
- Some Telephone and Reception Responsibilities

Qualifications:

- A minimum of 4 years' experience is a plus
- Proficient in Word, Excel Outlook, and Google Drive/Docs/Sheets or SharePoint
- Researching issues and e-filing abilities are a plus, we but we will train an otherwise well-qualified individual

\$45,000 - \$52,000 a year

Apply Online at: <https://indeedhi.re/3bL83Qp>

Source: Indeed

Administrative Assistant (Buckhead)



3424 Peachtree Road NE, Atlanta, GA 30326

Responsibilities:

- Maintain meeting calendars, coordinate schedules, and organize all travel arrangements
- Carry out manager's departmental goals and visions
- Assist in day-to-day projects and assignments
- Represent supervisor both internally and externally
- Help with prioritization of professional and personal commitments
- Assist in overseeing budget management, invoicing, and the preparation of expense reports
- Prepare reports and briefings as needed
- Prepare numbers and present your findings to senior-level executives
- Provide administrative support and other required assistance

Qualifications:

- Strong experience as an Administrative Assistant for a fast-growing organization with a background in budget management and meeting/event coordination
- High school diploma required; Bachelor's degree or Administration Certification preferred

Apply Online at: <https://bit.ly/3Qka16w>

Source: Employer Website

Front Desk Receptionist (Sandy Springs)



4718 Ashford Dunwoody Rd STE 400, Atlanta, GA 30338

Responsibilities:

- Deliver a positive first impression to each patient with a warm, friendly smile
- Collect co-payments and verify insurance coverage
- Schedule and confirm patient appointments
- Prepare new patient charts neatly and accurately
- Perform various office duties as assigned by the Office Manager
- Respond to patient billing or financial inquiries
- Collect and post payments and record receipts

Qualifications:

- High school diploma or equivalent (preferred)

\$15 - \$18 an hour

Apply Online at: <https://bit.ly/3K5DeTf>

Source: Employer Website

Project Administrative Assistant (Alpharetta)



1015 Windward Ridge Parkway, Alpharetta, GA 30005

Responsibilities:

- Provide administration support to the Projects Division managers
- Verify and process paperwork & photos daily with accuracy
- Create purchase orders
- Process invoices upon job completion
- Accurately look over the team work logs and approve daily.
- Make sure the techs are planning out their monthly schedules proficiently and completing those assignment on time.
- Communicating to Project Manager or Customer when they do not have access, need to reschedule, or other various day-to-day issues.
- Submit travel arrangements as needed
- Attend team and customer calls
- Provide communication with customers, including making customer notification calls
- Maintain general online files, including job files, vendor files, and other files related to the company's operations.
- Locate new subcontractors for upcoming contracts nationwide

Qualifications:

- Good understanding of Microsoft Office including Outlook, Excel, & SharePoint
- High School Diploma or equivalent
- Project administration/coordination experience a plus
- Experience working with federal/governmental or financial institutions is a plus

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

Source: Employer Website

Admin Assistant / Receptionist PT (Alpharetta)



5755 North Point Pkwy STE 101, Alpharetta, GA 30022

Qualifications:

- High School graduate.
- Accurate typing skills and experience with computers.
- Experience in the medical field highly preferred.

Monday, Wednesday and Friday

\$13 - \$15 an hour

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

Source: Indeed

Posted 8/14/2022

Office Administrator / Receptionist (Perimeter)



5 Concourse Pkwy Suite 2250, Atlanta, GA 30328

Responsibilities:

- Provide a friendly greeting for corporate guests, maintain the visitor sign-in log, and ensure expected guests are seen by the appropriate corporate personnel.
- Manage the calendars and schedule requests for the social room.
- Answer and direct all incoming phone traffic in a friendly and timely manner.
- Take and deliver messages as needed.
- Keep all office supplies organized and readily available, including basic supplies (paper, folders, pens, sticky notes, etc), sanitation supplies (paper towels, soap, toilet paper, etc), shipping supplies (USPS postage, FedEx envelopes, boxes, pouches, etc).
- Order and restock supplies as needed or as requested and approved.
- Assist with Office & People Ops Functions.
- Answer phones and field questions for incoming calls.
- Assist in the scheduling, setup and coordination of on-going and occasional functions
- Disburse building and other office-wide information accordingly.
- Communicate with building management on security, maintenance, and other issues.

Qualifications:

- High school diploma preferred
- Technological savvy and comfort in learning new computer systems and programs
- Administrative experience: 1 year (Preferred)

\$40,000 - \$43,000 a year

Apply Online at: <https://indeedhi.re/3Qk9MuM>

Source: Indeed

Regional Human Resources Generalist (Roswell)



1000 Holcomb Woods Pkwy bldg 400 suite 450, Roswell, GA 30076

Responsibilities:

- Responsible for all HR processes and functions for assigned Divisions
- Collaborate with Division Presidents, Division leadership teams, and the Regional HR Manager to resolve Associate relations and performance management issues
- Monitors and proactively reacts to overall HR metrics, trends, and performance for assigned Divisions, in consultation and collaboration with the Regional HR Manager and business leaders
- Track and maintain employee referral and other internal promotional programs
- Responds to general Associate questions pertaining to company policies, procedures, and benefits programs
- Ensures the accurate processing of all HR paperwork including pre-authorizations, new-hire, separation paperwork, and HRIS data entry
- Provide HR policy and procedure guidance to Divisions to ensure compliance
- Responsible for full-cycle Associate onboarding

Qualifications:

- Bachelor's degree in HR or Business related discipline required; PHR, or SHRM preferred
- Minimum 2 years' experience as an HR Generalist or 5 years' as an HR Administrator
- Advanced knowledge in federal and state labor laws including EEO, ADA, FMLA, LOA, etc.
- Experience with Workday and Applicant Tracking Systems preferred
- Valid driver's license and a good driving record
- Intermediate to advanced skills in Microsoft Office
- Ability to travel approximately 25%, with little to no advanced notice.

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

Source: Employer Website

Front Office Personnel (Sandy Springs)



1000 Johnson Ferry Road NE, Atlanta, GA 30342

The Front Office Personnel will be responsible for receiving patients, determining their needs and directing them accordingly. Responsible for gathering all required information for new patients and creating new patient charts from all sources. Responsible for updating all existing patient information.

Qualifications:

- High School Graduate or General Education Degree (GED).
- One to two years clerical experience preferably in a healthcare environment.
- Proficient in the use and application of MS Office (Word, Excel and Power Point).

Apply Online at: <https://bit.ly/3zN8rFG>

Source: Employer Website

Posted 8/14/2022

Front Desk Receptionist PT (Dunwoody)



1600 Dunwoody Club Dr, Atlanta, GA 30350

Responsibilities:

- Answers phone and greets Members
- Responds to inquiries and questions
- Answer telephones and process dining and event reservations, changes and cancellations, and confirmations, with care and accuracy according to established procedures.
- Assumes coat check responsibilities
- Creating remarkable experiences for our Club Members before, during, and after every visit
- Maintain the lobby, front entrance, workstation, and other surrounding areas clean and free of debris
- Accommodate Member and guest requests for business services, including but not limited to faxing, copying, mailing, and other concierge services

[No qualifications specified in ad.]

\$13 - \$14 an hour

Apply Online at: <https://indeedhi.re/3AgZ3f8>

Source: Indeed

Posted 8/14/2022

Executive Assistant I (Alpharetta)



2900 Westside Pkwy, Alpharetta, GA 30004

Responsibilities:

- Responsible for all administrative and operational activities, which includes, but is not limited to scheduling complex internal and external meetings, project management support, travel coordination and booking, expense submission, budget reconciliation.
- Build and maintain PowerPoint presentation materials.
- Prepare, proof, verify and craft information and compose correspondence to include PowerPoint slides, hand-outs and presentations.
- Provide department backup and cross training on an ongoing basis.
- Participate in planning and executing other business-related meetings as requested.
- Manage central training and documentation repository.
- Assist the team with planning and coordinating on and off-site meetings. This includes scheduling the location, creating and sending meeting invites, greeting attendees/visitors, and managing all associated meeting logistics.

Qualifications:

- 3-5 years of experience providing administrative support to a VP or SVP level leader
- Strong knowledge and experience of creating professional looking, detailed and accurate reports, presentations, and spreadsheets
- Budget and Expense report management experience
- Experience coordinating travel logistics

Apply Online at: <https://fisv.co/3pamjF7>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 8/14/22

Warehouse Associate (Roswell)

\$17 an hour

1-800 Radiator & AC / 215 Hembree Park Dr Suite 160, Roswell, GA 30076

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

Inventory Associate (Roswell)

CarMax / 11450 Alpharetta Hwy, Roswell, Georgia, 30076

<https://bit.ly/3pa1bik>

Housekeeping Room Attendant (Perimeter)

\$15 an hour

Atlanta Marriott Perimeter Center / 246 Perimeter Center Pkwy NE, Atlanta, GA 30346

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

Crew Member PT (Roswell)

From \$15.50 an hour

American Pasta Factory / 1123 Alpharetta St, Roswell, GA 30075

<https://bit.ly/3SFxVO3>

Prep Cook (Buckhead)

\$18 - \$20 an hour

Postino / 3655 Roswell Rd NE, Atlanta, GA 30342

<https://bit.ly/3w1wQGI>

Sandwich and Salad Maker (Perimeter)

\$14 - \$16 an hour

Alon's Bakery & Market / 4505 Ashford Dunwoody Road. Dunwoody, GA 30346

<https://bit.ly/3PgZ0cj>

Line Server - Cashier (Alpharetta)

\$15 - \$16 an hour

gusto! / 4195 Avalon Blvd, Alpharetta, GA 30009

<https://indeedhi.re/3bIbas4>

Food Service, Housekeeping, & Other Now Hiring – Week of 8/14/22

Dishwasher (Roswell)

From \$14 an hour

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

<https://bit.ly/3do0Hmi>

Dishwasher (Sandy Springs)

\$15 - \$17 an hour

Tupelo Honey / 4600 Roswell Rd Bldg C Ste 110, Sandy Springs, GA 30342

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

BOH (Alpharetta)

\$14 - \$16 an hour

BurgerFi / 5475 Windward Pkwy, Alpharetta, GA 30004

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

Traffic Control Flagger (Dunwoody)

From \$13.50 an hour

Wright

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

Groundskeeper (Sandy Springs)

\$15/Hr

RPM Living / The Morgan Sandy Springs 6125 Roswell Rd, Atlanta, GA 30328

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

Custodian (Sandy Springs)

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

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

Child Care Worker (Buckhead)

\$10 - \$11 an hour

Life Time / Phipps Plaza

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