
Administrative Assistant 1



SANDY SPRINGS
GEORGIA

Sandy Springs City Hall

1 Galambos Wy, Sandy Springs, GA 30328

Responsibilities:

- Answers and reroutes all incoming calls directly from the Permit Line, and the City of Sandy Springs Call Center Line
- Responds to and reroutes email inquiries
- Assists customers with navigating the online portal
- Respond to and reroutes all Lucity tickets to the appropriate parties/departments
- Assists division managers as needed, including screening calls, in a timely manner
- Provide support for the Permit Team & Admin Team when necessary
- Research and invoice past due TCOs
- Serves as back-up for the Lobby Ambassador, and the Building & Land Development Admin during breaks/absences

Qualifications:

- Must be technically savvy with the ability to operate a computer, using word processing, spreadsheet, database software, and use other standard office equipment.

\$44,560 - \$57,927 a year

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

Source: Employer Website

Purchasing Administrative Assistant (Roswell)

kloeckner metals

215 Hembree Park Dr, Roswell, GA 30076

The Purchasing Administrative Assistant performs routine clerical and administrative functions such as drafting correspondence, running weekly and month end reports, ordering supplies, coordinating office events, organizing and maintaining schedules and directories, or providing information to callers.

Qualifications:

- Strong computer skills including MS Suite (Outlook, Word, Excel, PowerPoint)
- HS Diploma or GED
- 1+ years in an administrative support role in a professional environment

Apply Online at: <https://bit.ly/3iSo3n7>

Source: Employer Website

Executive Assistant (Sandy Springs)



6 Concourse Pkwy Ste 2300, Atlanta, GA 30328

Responsibilities:

- Managing and maintaining the calendar/schedule for the National Practice Leaders for the PEFOMA practice
- Preparing corporate presentations and other documents as requested by leadership
- Collaborating with leadership on special projects
- Process expenses in Concur and upload appropriate backup
- Manage and assist executive leadership with mail and other assigned correspondence

Qualifications:

- Proficient with MS Office
3+ years previous experience successfully supporting senior executives

Apply Online at: <https://bit.ly/3D4Hzn3>

Source: Employer Website

Receptionist (Alpharetta)



2300 Lakeview Pkwy Suite 200, Alpharetta, GA 30009

Responsibilities:

- Provide excellent customer service to both internal and external clients when they call or come into the Alpharetta office
- Manage calendar of common office spaces, such as conference room and zoom room
- Organize lunches for office meetings
- Order snacks and manage office supplies
- Assist President with Calendar Management
- Assist Executive Team with various secretarial duties
- Assist Corporate Receptionist as needed with special projects

Qualifications:

- Ability to proficiently operate a computer and work with specific computer software such as: Microsoft Word, Microsoft Excel, and Microsoft Outlook

Apply Online at: <https://bit.ly/3ITEU3z>

Source: Employer Website

Front Office Coordinator (Sandy Springs)



8237 Dunwoody Place, Atlanta, GA 30350

Duties include but may not be limited to managing phone traffic to and from the office, taking detailed messages and notes, facilitating the front-office flow of traffic. Welcoming clients and guests of the office, communicating with vendors, and managing the main office calendar for conflicts, etc. Assist to coordinate calls/meetings, lunches and events, and office supplies/equipment. Responsible for the general organization and presentability of the front office and other high traffic areas.

Qualifications:

- At least one year of reception and/or administrative experience.
- Experience in the legal industry preferred but not at all a deal-breaker.

\$12 - \$18 an hour DOE

Apply Online at: <https://indeedhi.re/3XG9HVK>

Source: Indeed

Posted 1/22/2023

Office Administrator / Receptionist (Roswell)



Talk of the Town Catering

30 Woodstock St, Roswell, GA 30075

Responsibilities:

- Answering phones - answering customer questions, routing calls to various office personnel, taking messages
- Greeting guests at reception in our office.
- Routes leads to sales team members
- Detailed upkeep of office - make sure trash is taken out, kitchen is kept up, lobby and tasting area is clean, bathrooms are clean and stocked, vacuum office, etc.
- Execute tastings - knowledge of menu items and services is imperative in case clients ask questions
- Entering and retrieving data from Caterbase as requested
- Assembling event folders and filling out pull sheets
- Assists with other departments when needed

Qualifications:

- Two to four years related experience or equivalent. Preferable a degree in the field

\$16 - \$18 an hour

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

Source: Indeed

Concierge PT (Alpharetta)



11450 Morris Road, Alpharetta, GA 30005

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

Qualifications:

- 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://bit.ly/3HeyZVu>

Source: Employer Website

Office Concierge (Sandy Springs)



1 Glenlake Pkwy NE Suite 300, Sandy Springs, GA 30328

Responsibilities:

- Elevate office environment: Own reception area and breakrooms; maintain professionalism and promptness, tidy, create a welcoming environment; greet and host all visitors and help with travel as needed
- Support the business & team: Order employee business cards and building access cards; maintain office guest list; manage daily inbound/outbound mail and packages; distribute SWAG and schedule meetings
- Manage supplies & work orders: Submit service requests and work orders through the building's service portal as needed; order and stock office supplies, refreshments, and catering orders; manage vendors
- Event & Project Management: Assist with coordination and set up of company events including leadership training, employee engagement activities, holiday parties, etc.; contribute to team effort by completing ad hoc tasks and assignments as needed

Qualifications:

- Bachelor's degree or minimum of 2 years of experience in an administrative professional/office management role in a corporate environment
- Strong calendar and vendor management experience
- Proficiency in Microsoft Office, with an aptitude to learn new software and systems. Experience with Canva is a plus.

Apply Online at: <https://bit.ly/3XKHVr9>

Source: Employer Website

Weekend Receptionist (Alpharetta)



12300 Morris Road, Alpharetta, GA 30005

Responsibilities:

- Greet and welcome all visitors and guests upon their entrance into the office and when calling by phone.
- Deliver professional and courteous communications regarding community information and events.
- Oversee general office coordination including copying, faxing, mailing, and filing.
- Manage office supply inventory and marketing collateral.
- Assist collecting information for resident files.

Qualifications:

- High school or equivalent (Required)
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)

Apply Online at: <https://indeedhi.re/400gH1J>

Source: Indeed

Office Administrator (Alpharetta)



NuRock Management

800 North Point Parkway, Alpharetta, GA 30005

NuRock Management, a real estate development, construction and management firm is looking for a positive and enthusiastic Resident Applications Processor to join our team at our corporate office.

- Thorough review of applications submitted for completeness and inclusion of required supporting documents.
- Running credit and criminal background checks using our in-house software to quickly turn qualified applicants into residents.
- Update our in-house software for application approval/denial.
- Mail out DQ letters daily to applicants that do not meet resident selection criteria.

Qualifications:

- Basic knowledge of office administration
- Microsoft Office knowledge

From \$20 an hour

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

Source: Indeed

Posted 1/22/2023

Concierge – Weekend (Dunwoody)



4355 Georgetown Square, Dunwoody, GA 30338

Responsibilities:

- Staff the reception desk continuously during assigned period
- Arranges coverage of reception desk during break and lunch periods
- Graciously greets all visitors and politely assists them as necessary
- Politely assists residents and guests as necessary or contacts appropriate employee to provide assistance
- Maintains detailed resident and guest Register, daily communication log entry, and completes daily checklist log
- Notify staff if resident is being taken out of the building; monitor front door to ensure residents do not exit the building without proper supervision (memory care communities)
- Sort and direct mail to managers, residents, or forwarding to family as needed
- Help organize guest meal counts and record coupons and/or payment from residents (independent living communities)

Qualifications:

- Experience in computer use and relevant software applications are preferred

Weekends only, 7a-7p

\$15 - \$17 an hour

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

Source: Employer Website

Operations Coordinator (Alpharetta)

HEALTH PLUS TRANS

11175 Cicero Drive, Alpharetta, GA 30022

Health Plus Trans is looking for 3-5 new Operations Coordinators to support our team as we grow! We are a minority, women, and LGBT-owned and led business based out of Alpharetta, GA and have been in operation since 2009.

- Answer inbound calls and emails, directing to correct departments
- Front-end vendor management (assigning services to vendors)
- Multi-point confirmations (lots of phone calls and emails)
- Monitor services from beginning to end

Qualifications:

- High School Diploma or GED (Bachelors Degree preferred)
- Demonstrated customer service experience

\$18.50 an hour

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

Source: Indeed

Posted 1/22/2023

Client Service Representative (Perimeter)

Proliant

1100 Abernathy Rd NE #1000, Atlanta, GA 30328

The Client Service Representative is responsible for answering inbound phone calls using a multi-line system to assist our clients' employees. You are also responsible for performing general clerical duties including, but not limited to, copying, faxing, scanning, mailing, shipping, and filling.

Qualifications:

- Strong PC skills required, including Microsoft Word, Excel and Outlook

Monday- Friday 9am-6pm

\$13-15/hr

Apply Online at: <https://bit.ly/3ZM7iue>

Source: Employer Website

Receptionist PT (Roswell)



3005 Old Alabama Road, Alpharetta, GA 30022

Qualifications:

- Experience working in a spa, exercise or medical facility

Monday-Thursday from 2-8pm and Saturday from 8am-3:30pm

From \$15 an hour

Apply Online at: <https://indeedhi.re/3wk1HxM>

Source: Indeed

Posted 1/22/2023

Receptionist (Sandy Springs)



8205 Dunwoody Pl Building 19, Atlanta, GA 30350

The Receptionist provides reception and conference center coverage as well as other administrative duties assigned.

Qualifications:

- Minimum of 2 years' experience in an office environment
- Proficiency with Windows-based software and Microsoft Office Suite required
- Previous experience in a personal injury law firm or law firm environment a plus, but not required
- History of job stability of having worked one job at least 3 years.

8:30 a.m. to 5:00 p.m.

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

Source: Employer Website

Entry-level General Assistant (Buckhead / Hybrid Remote)



945 E Paces Ferry Rd NE, Atlanta, GA 30326

Responsibilities:

- Submission clearance for underwriters
- Work with both underwriters and assistants - must be able to prioritize assignments to meet the needs of the staff
- Handle Broker of Record letters
- Attach additional information to files via ImageRight system
- Process loss run requests
- Review and file Certificates of Insurance via ImageRight
- Process cancellation notices (non-payment, non-renewal)
- Use policy terminator
- Check payment statuses
- Process reinstatements when necessary

Qualifications:

- High school diploma or equivalent business experience, some college coursework preferred
- Experience in a business environment, specifically a professional services firm, preferred
- Familiarity with Microsoft Office Products (Outlook, Excel and Word) with strong typing ability
- Strong math aptitude

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

Source: Employer Website

Operations and Administrative Assistant (Alpharetta)



310 Maxwell Rd Suite 300, Alpharetta, GA 30009

Responsibilities:

- Listing inventory in a point-of-sale system
- Working with the exchanges to add events and map events
- Order processing, including shipping and electronic fulfillment
- Working with the teams to gather information on inventory locations/pricing/stock type/etc
- Working with exchanges to resolve issues
- Answer telephone calls, record and deliver messages
- Filing and general office organization
- Preparing weekly meeting agendas
- Managing the company calendar
- Coordinating zoom meetings
- Assisting with travel planning
- Organizational and administrative support for projects

Qualifications:

- MS Word and MS Excel

Apply Online at: <https://bit.ly/3kyo0x2>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 1/22/23

Groundskeeper (Sandy Springs)

\$16 an hour

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

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

Car Lot Attendant (Chamblee)

\$15 an hour

Carvana / 4420 Buford Hwy NE, Chamblee, GA 30341

<https://bit.ly/3XF4NIE>

Custodian II (Alpharetta)

\$16 an hour

Georgia State University / 3775 Brookside Pkwy, Alpharetta, GA 30022

<https://bit.ly/3H4BWqu>

Day School Food Server (Buckhead)

\$14 - \$15 an hour; FT, Contract

Wieuca Road Day School / 3626 Peachtree Road NE, Atlanta, GA 30326

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

Housekeeping (Roswell)

\$15/hour

HHS / North Fulton Hospital 3000 Hospital Boulevard, Roswell, GA 30076

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

Golf Course Maintenance Worker (Roswell)

\$13 - \$16 an hour

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

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

Janitor (Alpharetta)

\$18 an hour

Chemence, Inc. / 1121 Alderman Drive, Alpharetta, GA 30005

<https://indeedhi.re/3ZQ9XTZ>

Food Service, Housekeeping, & Other Now Hiring – Week of 1/22/23

Housekeeping (Buckhead)

\$16 an hour

Westin / 3391 Peachtree Road Northeast, Atlanta, GA 30326

<https://indeedhi.re/3QSjq8Y>

Laundry Attendant (Dunwoody)

\$13 an hour

Heyday Skincare / 123 Perimeter Center W Suite 300, Dunwoody, GA 30346

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

Laundry Attendant - PM Shift (Alpharetta)

\$15 an hour

Embassy Suites / 5955 North Point Parkway, Alpharetta, GA 30022

<https://bit.ly/3Heg50O>

Movers/Helpers (Roswell)

\$13 - \$17 an hour

All My Sons Moving & Storage / 1200 Northmeadow Pkwy Ste. 100, Roswell, GA 30076

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