
Administrative Assistant (Alpharetta)



5755 North Point Pkwy #17, Alpharetta, GA 30022

Responsibilities:

- Coordinate and schedule client consultations
- Onboard new clients including engagement letters
- Coordinate client meeting schedule and manage client documents
- Manage emails and electronic organization of emails
- Perform general office administration duties
- Enter timeslips after meetings
- Provide back-up office reception

Qualifications:

- Prior professional office experience
- Experience with Google Workspace applications

From \$36,000 a year

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

Source: Indeed

Posted 8/7/2022

Administrative Assistant (Sandy Springs)



600 Embassy Row Suite 500 · Atlanta · 30328

This Administrative Assistant supports the Purchasing Manager and keeps the office running smoothly.

- Manage login requests and key data into software programs.
- Place orders with vendors and assist with order processing, as directed.
- Maintain the Contract Repository on SharePoint.
- Communicate professionally with various corporate, facility and vendor representatives.
- Open and close the office, manage office supplies, kitchen supplies, and office vendors.
- Greet visitors, answer telephones and direct calls.
- Manage the mail and packages.
- Provide support for company-sponsored events and projects.
- Flexible and willing to complete requested business errands.
- Complete travel arrangements, expense reports, book meetings, and filing for Senior Leadership.
- Notarize documents.

Qualifications:

- Minimum high school diploma or equivalent. Some college preferred.
- Microsoft Office proficiency

\$17 - \$19 an hour

Apply Online at: <https://indeedhi.re/3btIh2Y>

Source: Indeed

Posted 8/7/2022

Administrative Assistant (Perimeter)



1155 Perimeter Center W, Atlanta, GA 30338

Responsibilities:

- Greet guests in a friendly and professional manner
- Maintain a clean, inviting and professional lobby at all times.
- Order office supplies, coordinate deliveries, log system request tickets, and manage and distribute access cards.
- Provide administrative and project support to other functions and departments including but not limited to HR, events, and the mail room.

Qualifications:

- 1+ years of Receptionist, Administrative or Customer Service experience desired
- High school degree.

Monday-Friday, 9 AM - 5 PM

Apply Online at: <https://indeedhi.re/3SID11R>

Source: Indeed

Posted 8/7/2022

Customer Service Representative (Alpharetta)



1130 Sanctuary Pkwy #600, Alpharetta, GA 30009

Responsibilities:

- Responds to basic telephone, electronic, written inquiries from dental or vision professionals, groups, subscribers and brokers or customers.
- Expediently accesses reference materials to analyze and determine appropriate responses to telephone, electronic and written inquiries.
- Communicates basic eligibility, benefits and claims status and forward specific inquiries as directed for priority resolution.
- Accurately completes online, hard copy forms and route to the appropriate department.
- Documents each customer encounter or resolution in the appropriate computer tracking system.
- Obtains pertinent patient demographics and documents this information in a patient database when required.
- Provides information for subscribers such as questions pertaining to insurance, billing, claims or eligibility.

Qualifications:

- We would prefer someone with high school diploma, GED, or above, but candidates with proven experience will not be excluded from consideration.
- A minimum of 1 year customer service experience.
- PC literacy required; MS Office skills (Outlook, Word, Excel and PowerPoint).

From \$17 an hour

Apply Online at: <https://bit.ly/3zS7IV0>

Source: Employer Website

Posted 8/7/2022

Executive Assistant (Perimeter)

IHG[®]

HOTELS & RESORTS

3 Ravinia Dr NE #100, Atlanta, GA 30346

Provide a variety of secretarial and administrative support to Vice President level.

- Maintain team member's appointment calendar; arrange hotel accommodations, travelling schedules and visa applications; expense claims, co-ordinate telephone calls, set up and maintain filing systems, update contacts listing.
- Complete and/or coordinate activities related to assigned special projects; assist in establishing project timetables, action steps and status updates; follow-up, as appropriate, to ensure timely execution to meet established deadlines.
- Research and compile a variety of moderately complex data to include creating spreadsheets or databases for maintaining and reporting management information; may require some analysis of data.
- Prepare a variety of departmental reports and/or presentations, gathering, and summarizing information from various sources as requested
- Monitor and report variances to departmental budgets or track departmental spend information to help maintain operating controls.
- Answer inquiries related to daily activities/programs of work area
- Monitor costs of projects and ensure that invoices/bills are accurate; ensure proper coding and forwarding of invoices to accounts payable.

Qualifications:

- Strong PC skills including software packages (i.e. Microsoft Word, Excel, PowerPoint, graphic, etc.).
- Ability to type 65 wpm.
- High School Diploma or equivalent combination of education and work-related experience.
- At least 5 years previous secretarial/admin experience at executive level (3 years as Personal Assistant)

Apply Online at: <https://bit.ly/3bt0wW4>

Source: Employer Website

Customer Service Representative – PM (Sandy Springs)



8601 Dunwoody Pl, Sandy Springs, GA 30350

The primary function of this position is to provide high level customer service to residents in a fast-paced, high- volume environment. The Customer Service Representative (CSR) is responsible for resolving resident-related inquiries and supporting the local market with general property management functions.

- Create and maintain a high service, customer-focused environment
- Greet and assist walk-in residents and/or prospective residents and answer incoming phone calls in a polite and professional manner
- Responsible for handling property issues and general property condition assessments (GPCAs) while providing genuine care
- Accept rent payments and forward to Assistant Portfolio Manager
- Completes resident welcome calls and emails and creates smart home accounts
- Processes HAP applications and assist with communication to Housing Authority
- Perform outbound delinquency calls to residents for rent collections
- Assist in managing resident responsible HOA Violations
- Maintain awareness of ongoing expectations and changes that occur
- Monitor and work thru all action items on the CSR-PM dashboard in Salesforce

Qualifications:

- High school or GED
- 1+ year of administrative or customer service experience
- Property Management experience is a plus
- Intermediate proficiency in MS Word, Excel, Outlook and Adobe

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

Source: Employer Website

Receptionist Weekdays (Roswell)



1109 Green St, Roswell, GA 30075

Responsibilities:

- Greet, screen, and direct guests upon arrival at the facility
- Answer, screen and forward incoming phone calls
- Receive inquiries and release information in accordance with established policies and procedures
- Perform clerical receptionist duties such as filing, photocopying, transcribing, and faxing

Qualifications:

- No experience required. On-the-job training provided.

Monday to Friday from 7:00AM to 3:30PM

Apply Online at: <https://bit.ly/3OUk6rP>

Source: Employer Website

Administrative Assistant III (Roswell)



1115 Northmeadow Pkwy, Roswell, GA 30076

This role as Administrative Assistant will perform administrative tasks for senior level leadership and provide support to Executive Assistant.

- Exercises calendar management for leaders including scheduling appointments, arranging travel, making agendas, etc.
- Creates, edits, and generates reports, agendas, and presentations, contributing to project teams, and planning meetings. Taking notes and action items for follow-up as needed after meetings.
- Supports logistical details of event planning and logistics including meetings, A/V conferencing set-up, conference rooms, presentation and materials preparation, venue layouts, external vendors, etc. Supports domestic, global, onsite and offsite.
- Develop sources for services, to include catering, aircraft charters, office equipment, and conferences. Coordinates and implement the purchase or use of these services.
- Prepare correspondence; respond to inquiries, direct correspondence and/or callers to the proper departments or managers.
- Create, generate, maintain and edit documents with spreadsheets, word processing, PowerPoint desktop publishing, and graphic programs.
- Prepares expenses reports leadership.
- Works with accounts payable to process payments, invoices, generate POs, etc.

Qualifications:

- Associate degree, certificate or equivalent from 2-year college / technical school or equivalent experience or combination of experience and education.
- Minimum 3-5-year experience as an Administrative Assistant or Office Administration.
- Proficiency with Microsoft office products, including Outlook, Teams, Excel, PowerPoint, Word, etc.

Apply Online at: <https://indeedhi.re/3Sr1KBN>

Source: Indeed

Evening Receptionist (Chamblee)



Jim Ellis Hyundai
Atlanta

5785 Peachtree Blvd, Atlanta, GA 30341

Responsibilities:

- Greets showroom customers and determines the nature of their visit
- Directs customers to the correct department, notifies the appropriate person that a customer is waiting, and introduces the customer to a salesperson
- Answers incoming phone calls. Directs caller to appropriate department or individual or takes a thorough message
- Communicates with callers and visitors in a professional, friendly, and efficient manner
- Obtains basic demographic information about each customer, using an ups card, a computer system, a log sheet, or other method established by the dealership
- Enters data into prospect tracking system and runs prospect reports for manager weekly
- Communicates messages to the appropriate parties in a timely manner
- Types memos, correspondence, reports, and other documents

Qualifications:

- High school diploma or equivalent preferred
- Must have a valid Driver's License

\$15 an hour

Apply Online at: <https://indeedhi.re/3Js3ruN>

Source: Indeed

Posted 8/7/2022

Human Resources Coordinator (Perimeter)



The Westin Atlanta Perimeter

7 Concourse Pkwy, Atlanta, GA 30328

Responsibilities:

- Greeting internal and external guests to the Human Resources department, directing calls into the department, facilitate the training programs for the properties, answering questions and troubleshooting problems.
- Assist associates whenever possible with requests and/or information.
- Lead the recruiting, screening and interviewing for all management and non-management hotel positions.
- Create and update Human Resources bulletin boards and other posting locations as needed.
- Process payroll and distribute paychecks as needed.
- Maintain accurate and updated department and associate files.
- Explain elements of various benefits to associates as required and assist with enrollment and claims processing.
- Assist with associate relations events and recognition
- Monitor and update job requisitions as required. Communicate hotel job openings internally and externally, via bulletin board postings, telephone, letters, referral contacts, telephone Hot Line, etc. pursuant to Company policy.
- Process all transfer requests in the required time frame.

Qualifications:

- High School Diploma or equivalent required, Bachelor's Degree preferred.
- Hotel experience preferred.

\$18 - \$21 an hour

Apply Online at: <https://indeedhi.re/3BP1zdw>

Source: Indeed

Posted 8/7/2022

Executive Assistant / Office Manager (Alpharetta)



6250 Shiloh Rd, Alpharetta, GA 30005

This vital role provides project management, office and administrative support to our CEO as well as our team.

- Help oversee company wide projects and programs.
- Coordinate all aspects of business and sales meetings for the CEO. Provide calendar coordination to keep the CEO well informed of upcoming commitments. Review and respond to correspondence and draft appropriate responses.
- Oversee and support all administrative duties in the office and ensure the office is operating smoothly, including phone management, mailing, basic equipment maintenance, managing and maintaining office supply inventory, and more.
- Help manage onboarding and off boarding of employees. Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, benefits and employee leaves of absence.

Qualifications:

- Associate's Degree in business related courses or extensive Executive Assistant and/or Project Manager experience accepted.
- 3 years in Executive Assistant role with excellent computer skills (MS Office: Word, Excel, PowerPoint, Outlook).

Apply Online at: <https://indeedhi.re/3bx51Pw>

Source: Indeed

HR Generalist (Roswell)



1455 Old Alabama Rd Suite 100, Roswell, GA 30076

The Human Resource Generalist is a newly created position. This role acts as a main resource and first person of contact for managers and employees on all HR life cycle operational and transactional activities.

- Partners with Human Resources management to identify, develop, and enhance department initiatives, programs, activities, policies, and procedures.
- Partners with Hiring Managers on position vacancies and recruits, interviews, and facilitates the hiring of qualified job applicants for open positions;
- Performs new hire orientation and supports managers in onboarding new employees
- Performs routine tasks required to administer and execute human resource programs including but not limited to disciplinary matters; disputes and investigations; performance and talent management; and training and development in collaboration with the HR team (local/global)
- Handles employment-related inquiries from applicants, employees, and managers/supervisors, referring complex and/or sensitive matters to the appropriate internal or external partners
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance

Qualifications:

- At least three years of experience in a similar human resource role
- Bachelor's degree in Human Resources, Business Administration, or related field preferred.
- Proficient with ADP Workforce Now
- Proficiency in working with various HR tools such as payroll, learning management and ATS systems (knowledge of Smart Recruiters and Cornerstone is considered a plus)

Apply Online at: <https://bit.ly/3P0LF2Y>

Source: Employer Website

Administrative Assistant – Tax (Brookhaven)



4004 Summit Blvd NE Suite 800, Atlanta, GA 30319

Responsibilities:

- Servicing of clients through customer contacts, relationships, generation of correspondence, data entry, file maintenance and other duties as requested or needed to maintain the efficient processing of documents and communications within the firm's internal operations.
- Communicate with & send correspondence to clients
- Provide admin assistance to Tax Department as needed

Qualifications:

- 3+ years of experience
- Experience in a CPA Firm environment preferred
- Proficient in Microsoft Office (Excel and Word)

Apply Online at: <https://bit.ly/3SGH7BZ>

Source: Employer Website

Event Coordinator (Sandy Springs)



6331 Roswell Rd NE, Sandy Springs, GA 30328

Responsibilities:

- Answering all event-related phone calls Wednesdays through Sundays.
- Ordering all supplies
- Coordinating all events on-site on Saturdays and Sundays. You would be here to greet all guests that you have spoken to on the phone during the week.
- Working with our team of party coordinators to provide an awesome experience for our guests.

Qualifications:

- At least 1 year of experience in event coordinating or related field

Wednesday through Sunday. This is a Full-Time position with guaranteed Hours.

\$17 - \$18 an hour

Apply Online at: <https://indeedhi.re/3JvvZ6J>

Source: Indeed

General Clerk III – Warehouse (Chamblee)



3719 N. Peachtree Rd., Chamblee, GA 30341

Responsibilities:

- Greet incoming clients, employees, and customers ensuring proper sign-in, distribution of ID badges and dispatching their responsible party.
- Answer and route incoming calls.
- Responsible for receiving items ordered by and directly for specific organizations at the Center for Disease Control (CDC).
- Prepare and conduct new hire processing, i.e. drug tests, state and federal criminal background inquiries.
- Maintains employee filing systems to ensure all relevant documents are filed, identified, and retrievable.
- Compile and send employee roster to appropriate CDC personnel.
- Maintain interdepartmental relations with personnel.
- Prepare written reports, spreadsheets, and other correspondence as required.
- File requisitions, work orders or request materials and distributes items to shipping.
- Maintain records of supply inventories and resolve any discrepancies.

Qualifications:

- A High School Diploma or equivalent.
- 2 or more years of experience working in related field.
- Proficient in Microsoft Office Suite and other designated software

Apply Online at: <https://bit.ly/3vKo1Rz>

Source: Employer Website

Receptionist (Roswell)



11225 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- Answer dealership group phones, greet and receive prospects and customers
- Direct customers to the correct department, notify the appropriate person that a customer is waiting, and introduce the customer to the salesperson
- Work cooperatively with the sales and other internal teams
- Communicate with callers and visitors in a professional, friendly, and efficient manner
- Type memos, correspondence, reports, and other documents

Qualifications:

- Valid driver's license and clean driving record

Apply Online at: <https://bit.ly/3A1zcYh>

Source: Employer Website

Front Desk Clerk (Alpharetta)



5455 Windward Pkwy W, Alpharetta, GA 30004

Qualifications:

- Customer Service: 1 year (Preferred).
- Hotel: 1 year (Preferred).
- Office administration: 1 year (Preferred).

\$10.00 to \$13.00 per Hour.

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

Source: Employer Website

Posted 8/7/2022

Customer Service Representative

(Sandy Springs)



7475 Roswell Rd, Sandy Springs, GA 30350

Responsibilities:

- Greet all customers in a timely, friendly, and professional manner
- Answer all phone calls consistently within 3 rings, communicate all phone messages immediately to the correct recipient
- Maintain a broad knowledge base of insurance partner requirements regarding authorizations, billing, and load level processes
- Coordinate Rental Car /Tow companies to provide one-stop service to all customers
- Ensure all vehicles are delivered to customers by the assigned service advisor and if not available, by designated backup teammate
- May assist in customer communication throughout the repair process
- Monitor DRP assignments, estimate/repair appointments and capture rates of assignments
- Follow up on all DRP assignments present and past to maintain sales for the center
- Maintain DRP logbooks and Enterprise ARMS daily
- Secure proper payments
- Assist with reconciling invoices to payables report daily and monthly (as applicable)

Qualifications:

- Previous experience in customer service, sales, or other related fields is preferred.
- Must have a valid driver's license

Apply Online at: <https://bit.ly/3bDK4Cr>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 8/7/22

FOH/BOH (Dunwoody)

New Restaurant Opening

Chipotle Mexican Grill / 1614 MT. VERNON ROAD, Dunwoody 30338

<https://chip.tl/3Q1TBIE>

Service Assistants (Dunwoody)

\$13 - \$17 an hour

Alon's Bakery and Market / 4505 Ashford Dunwoody Road. Dunwoody, GA 3034

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

Crew Member PT (Sandy Springs)

\$13 - \$15 an hour

Cubanos ATL / 6450 Roswell Rd C, Sandy Springs, GA 30328

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

Kitchen Support (Sandy Springs)

\$15 an hour

Hammond Glen Retirement Community / 335 Hammond Drive, Sandy Springs, GA 30328

<https://bit.ly/3Qfc3H7>

Dishwasher (Alpharetta)

Up to \$16 an hour

Bolay Fresh Bold Kitchen / 10920 Haynes Bridge Rd Suite 200, Alpharetta, GA 30022

<https://bit.ly/3Byq5jc>

Groundsperson (Brookhaven)

Gables Brookhaven / 4420 Peachtree Rd, Atlanta, GA 30319

<https://bit.ly/3SlAIf3>

Steward / Dishwasher (Alpharetta)

\$14.50 an hour

Hilton Alpharetta / 5775 Windward Pkwy, Alpharetta, GA 30005

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

Food Service, Housekeeping, & Other Now Hiring – Week of 8/7/22

Antique Auction House Warehouse Help (Roswell)

Furniture assembly, gallery set-up, unloading and loading, and light carpentry work.

From \$15 an hour; Will train

King Galleries / 854 Atlanta St, Roswell, GA 30075

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

Automotive Porter (Roswell)

Mazda of Roswell / 11185 Alpharetta Hwy, Roswell, GA 30076

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

Floor Staff (Perimeter)

\$12.25 per hour

Perimeter Pointe 10 / 1155 Mount Vernon Hwy, Atlanta, GA 30338

<https://bit.ly/3zu5DgK>

Dishwasher (Brookhaven)

\$12 - \$14 an hour

Pure Taqueria / 3589 Durden Dr NE, Atlanta, GA 30319

<https://indeedhi.re/3Jy8MR2>

Dishwasher (Alpharetta)

\$16 - \$18 an hour

True Food Kitchen / 2140 Avalon Blvd, Alpharetta, GA 30009

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

Warehouse Worker PT (Roswell)

\$15.50 an hour; Preload (4:00 AM - 9:00 AM)

UPS / 1300 Old Ellis Road, Roswell, Georgia 30076

<https://bit.ly/3d9BjQN>

Dishwasher (Perimeter)

\$15 - \$20 an hour

Seasons 52 / 90 Perimeter Center W, Dunwoody, GA 30346

<https://indeedhi.re/3zt055W>