

---

# Marketing Assistant (Buckhead)



**MAJESTIC REALTY CO.**

3490 Piedmont Rd NE #300, Atlanta, GA 30305

---

The Marketing Assistant will be responsible for customer service, data entry and administrative work.

**Qualifications:**

- Associate (Preferred)
- Office: 3 years (Preferred)

\$40,000.00 - \$60,000.00 per year

Apply Online at: <https://indeedhi.re/32JNfnc>

Source: Indeed

---

Posted 12/5/2021

---

# Receptionist (Roswell)



10898 Crabapple Rd #202, Roswell, GA 30075

---

## **Responsibilities:**

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs

## **Qualifications:**

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- High school degree; additional certification in Office Management is a plus

From \$15 an hour

Apply Online at: <https://indeedhi.re/3xIt7NO>

Source: Indeed

---

Posted 12/5/2021

---

# Office Assistant PT (Sandy Springs)



1200 Abernathy Rd, Atlanta, GA 30328

---

## **Responsibilities:**

- Acts as the onsite point person for all incoming clients, visitors, and new hires to the office.
- Plans and coordinates office activities and events, such as team lunches, outings, holiday parties, off-sites, etc.
- Orders and manages snacks and beverages as well as supplies for the office through approved vendors.
- Schedules meetings and makes corresponding travel arrangements.
- Manages and audits expenses related to office.
- Ensures cleanliness of the conference rooms, front office area, communal kitchen area, and office space in general in coordination with facilities management.
- Arranges office repairs and maintenance as necessary.
- Helps to receive, sort, and distribute mail and packages as well as take incoming calls.

## **Qualifications:**

- At least 2+ years' experience in a corporate or start-up environment with prior office administration and/or executive support experience.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and generally tech-savvy.

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

Source: Employer Website

---

# Executive Admin (Perimeter)



Experience Structural Expertise

47 Perimeter Center E #500, Atlanta, GA 30346

---

## Responsibilities:

- Provide administrative support to the Executive in a variety of capacities including telephone coverage, processing of letters/correspondence, events/meeting planning, report generation, expense reporting, and assisting with completion of specially assigned projects.
- Increasing executive efficiency by successfully performing 25% of the Executive's day-to-day tasks in this highly regarded, high growth engineering business.
- Highly adept at business relationship building, adding warmth, and enhancing goodwill for all Executive interaction – employees, clients, peers, prospects.
- Regular interface and follow up with Executive's direct reports
- In-depth understanding of the Executive's role, goals, and priorities, ensuring the Executive are highly effective and - above all - prepared.
- Assist the Executive in the management of their schedule (planning/arranging events and meetings). Handle telephone calls for the Executive from both internal and external sources.
- Work with other administrative personnel to accomplish organizational goals.

## Qualifications:

- 3-5 years of experience in an executive administrative level position
- High degree of proficiency with MS Office products including Word, Excel, Access, Power Point, Share Point and Outlook, with good spelling & grammar skills
- Prior executive assistant experience required.
- Bachelor's degree preferred

Apply Online at: <https://bit.ly/31gWXgb>

Source: Employer Website

---

# HR Coordinator (Buckhead)



34 Old Ivy Rd NE Suite 200, Atlanta, GA 30342

---

## **Responsibilities:**

- Support HR Director and Regional Business Office Managers in the field with day to day functions and projects, as they emerge
- Oversee Employee Onboarding Process
- Assistance in 401k Audits as needed
- Assistance in Benefit Administration- Update policies and benefits/onboarding information
- Legal poster compliance maintenance for all locations
- Assist HR Director with any safety initiatives, projects and education
- Create Quarterly Engine company newsletter, gather story and picture submissions
- Create and distribute monthly birthday emails
- Create and submit Employee Engagement Surveys to gather employee feedback
- Create Payroll & Holiday Calendars
- File maintenance- Medical files, I-9s and E-Verify forms
- Gather and track monthly location statistics- New hires terminations, leave of absence, open positions, turnover, etc.
- Office Management Duties - Ordering office supplies as needed, greeting and welcoming guests, checking office mail daily, keep office kitchen neat and stocked, create and send FedEx deliveries as needed

## **Qualifications:**

- Minimum of (1) years of human resources experience
- Experience is a plus: Canva Design Platform, Survey Monkey, Smartsheet, HRIS System
- HRIS knowledge preferred (ADP and/or UltiPro desired)

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

Source: Employer Website

---

# Data Entry Specialist (Chamblee)



4360 Chamblee Dunwoody Rd, Atlanta, GA 30341

---

Perform data entry, system updates, and e-filing duties for the firm's Bankruptcy Department.

- Quickly and accurately set up case files for referrals received
- Compile, sort and verify the accuracy of data before it is entered
- Update firm system and client systems with appropriate data, dates, and/or documents
- Electronically file documents with bankruptcy courts

## **Qualifications:**

- High school diploma or equivalent
- 1-2 years of data entry experience

Apply Online at: <https://bit.ly/3DbMX5k>

Source: Employer Website

---

# Customer Care Coordinator (Alpharetta)



2655 Northwinds Parkway, Alpharetta, GA 30009

---

The Customer Care Coordinator assists with drafting service agreements and addendums, sending client confirmations, and tracking booking information in an internal database. Each coordinator is responsible for answering questions as they arise regarding these areas. In addition, the Coordinator role supports our production teams by processing their bookings/contracts, as well as recording dates of clinician assignments. Coordinators assist our Customer Care specialists on various tasks that may include sending weekly welcome gifts to new providers and clients, and working on other projects as assigned.

## **Qualifications:**

- Bachelor's degree preferred or 3 years of relevant work experience

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

Source: Employer Website

---

# Human Resources Generalist (Buckhead)

## Rezolut

Three Alliance Center, 3550 Lenox Rd NE #1525, Atlanta, GA 30326

---

The Human Resource Generalist will be involved with the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.

### Qualifications:

- Bachelors degree in Human Resources, Business Administration, or related field required.
- SHRM-CP or PHR a plus.

Apply Online at: <https://bit.ly/31jfFno>

Source: Employer Website



---

# Customer Service Representative (Sandy Springs)



1100 Abernathy Rd, Atlanta, GA 30328

---

The WOTC Customer 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 an hour

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

Source: Employer Website

---

Posted 12/5/2021

---

# Front Desk Receptionist (Roswell)



540 E Crossville Rd #200, Roswell, GA 30075

---

## **Responsibilities:**

- Answering phones, checking in/out patients, and scheduling patients.
- Insurance verification, collecting payments, posting payments, and treatment presentations.
- Be involved with social media on behalf of the practice.
- Be involved with community service projects.

## **Qualifications:**

- Ability to operate effectively using Microsoft Office Suites or similar. (Word, Excel, Outlook)
- Customer service: 1 year (Preferred)

Hours are 8am-4:30pm Monday thru Thursday and 9am-1pm on Fridays as needed.

\$14.00 - \$18.00 per hour

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

Source: Indeed

---

Posted 12/5/2021

---

# Executive Assistant (Buckhead)



3550 Lenox Rd NE Suite 1100, Atlanta, GA 30326

---

The Executive Assistant (EA) is responsible for providing administrative support to the CEO.

- Answer and screen phone calls
- Schedule and maintain Outlook calendar and clarify conflicts
- Maintain and organized, efficient documentation and filing system of paper and electronic files
- Accurately record meeting notes/ details and communicate to the firm
- Strong organizational skills and attention to detail
- Ability to work independently, exercise judgement and maintain confidentiality
- Ability to multitask and prioritize changing daily workload
- Ability to use discretion and independent judgement
- Arrange some company travel plans for the CEO and sales associates
- Review and organize CEO incoming mail
- Coordinate conference calls (Phone/Microsoft Teams/Zoom)

## Qualifications:

- 2+ years of direct Executive/C-level support; 4+ years of progressive administrative experience
- Strong knowledge and ability to leverage technology - PowerPoint, Microsoft Office, Microsoft Teams, Outlook, SharePoint, Zoom
- Reliable transportation

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

Apply Online at: <https://indeedhi.re/3E8rIm5>

Source: Indeed

---

Posted 12/5/2021

---

# Academic Administrative Assistant (Sandy Springs)



**The Georgia School of Orthodontics**

8200 Roberts Dr #100, Atlanta, GA 30350

---

Perform administrative and office tasks and activities in support of Faculty and the Admissions department.

- Answer calls, emails and other correspondence in assigned areas.
- Receive and direct visitors through office as appropriate.
- Maintain supplies inventory in facility for breakroom and offices.
- Receive and distribute deliveries to appropriate department.
- Attend and record minutes of meetings as directed.
- Facilitate badge and key card access program for facility/offices.
- Assist with event planning, organizing and other activities.
- Create and provide reports as requested.

## **Qualifications:**

- Associate's Degree (AA) or equivalent from a two-year college or technical school, or 6 months to 1 year related experience and/or training, or equivalent combination of education and experience preferred.
- Computer skills preferred: Dolphin, Orthofi, Microsoft Dynamics CRM; Microsoft Outlook & Excel.

Apply Online at: <https://indeedhi.re/31nie7R>

Source: Indeed

---

# Administrative Assistant –Transportation (Brookhaven)



4170 Ashford Dunwoody Rd NE, Atlanta, GA 30319

---

Report directly to the Transportation Manager to complete assigned administrative duties.

- Making citations and bills payments via P-Card or through APS
- Tracking and monitoring all orders submitted for EPAY
- Daily collection, scanning, and uploading of required documentation to process completed freight movements for payment
- Updating driver and safety boards
- Placing uniform orders – maintaining updated driver's sizes, and replenishing uniform inventory as needed
- Replenishing office supplies
- Any mailing of documents via Fed-Ex
- Keeping all driver and emergency contact information updated
- Back up for payroll entry into Kronos

## **Qualifications:**

- Proficiency in Microsoft Office Suite
- Associate's or Bachelor's degree preferred, but not necessary.

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

Source: Employer Website

---

# Mailroom Clerk – Temporary (Buckhead)



**John Foy & Associates**

3343 Peachtree Rd NE Ste 350, Atlanta, GA 30326

---

## **Responsibilities:**

- Receive daily mail, and open, organize, scan, and distribute documents to appropriate team members within the organization.
- Manage and process outgoing mail through USPS and FedEx services using a metered mailing machine.
- Utilize the case management software to lookup cases for documents.
- Utilize the scanning software to electronically distribute cases to the proper legal teams.
- Review and scan closed case files.
- Other office duties as assigned, such as but not limited to, stocking up on printing supplies, executing non-mail related requests, and other special projects as assigned.

## **Qualifications:**

- Previous mailroom experience a plus.
- Experience using metered mail machine is a plus.
- Previous experience working day to day in a law firm back office a plus.
- Must have basic knowledge of how to use Windows, MS Office, and Client management software

Apply Online at: <https://indeedhi.re/3pqH2V9>

Source: Indeed

---

# Front Desk Associate (Alpharetta)



1350 North Point Dr, Alpharetta, GA 30022

---

Hotel Front Desk Agent responsibilities include registering guests, managing reservations and providing information about rooms, rates and amenities.

**Qualifications:**

- High school or equivalent (Preferred)
- Understanding of how travel planning websites operate, like Booking and TripAdvisor

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

Source: Indeed

---

Posted 12/5/2021

---

# Executive Assistant – Contract

## (Alpharetta)



925 North Point Parkway, Alpharetta, GA 30005

---

This role will directly support the Chief People Officer.

- General Office Duties (associated with executive administration)
- Prepare reports and correspondence with exceptional detail
- Coordinate travel arrangements with Corporate office and/or Travel website
- Assist in preparation of expense reports and investigates issues when necessary
- Order supplies and tracks cost while looking for opportunities for savings

### **Qualifications:**

- High School Diploma or GED required
- Four year degree is a plus
- Competence with Microsoft Office products to support management team strong Excel and PowerPoint
- A minimum of 5 years of administrative experience in a service environment

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

Source: Employer Website



---

# Part-Time Customer Care Center Rep (Dunwoody)



**State Farm Customer Care Center**

64 Perimeter Center W, Dunwoody, GA 30346

---

The CCC Retention Specialist is a vital part of customer retention. Retention Specialists assists with a variety of needs which may include taking payments, providing proof of insurance and updating policy coverage and/or deductibles.

The Customer Care Center supports our customers 24 hours/7 days a week. Our team members work in a shift environment that includes irregular hours, weekends, and holidays based on workload and job requirements.

[No qualifications specified in ad.]

\$18.75 an hour

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

Source: Employer Website

---

# Front Desk Associate PT (Perimeter)



8 Concourse Pkwy, Atlanta, GA 30328

---

Perform hospitality desk duties to ensure efficient operations while also acting as the scheduling and information hub to members for all club services and activities.

**Qualifications:**

- Minimum of six months of customer service experience.
- High School Diploma or equivalent (GED) and basic computer skills.
- Some experience in the fitness, spa, and hotel or hospitality industry preferred

Apply Online at: <https://indeedhi.re/32YHD8T>

Source: Indeed

---

Posted 12/5/2021

---

# PT Receptionist - Per Diem (Roswell)



1109 Green Street, Roswell, GA 30075

---

The receptionist must handle administrative office functions, answer phone calls, greet visitors, etc.

**Qualifications:**

- Minimum of a High School diploma or equivalent.
- One year of experience working in a Skilled Nursing or LTC facility or Hospital preferred

Mon-Fri: 7am-3:30pm and 3:30pm-8pm; Sat & Sun: 7:30am-6pm

\$13.50 an hour

Apply Online at: <https://bit.ly/3G6hzqy>

Source: Employer Website

---

Posted 12/5/2021

---

# Administrative Professional – Temp-to-Hire (Dunwoody)



1040 Crown Pointe Parkway, Suite 775, Atlanta, GA 30338

---

## **Responsibilities:**

- Supports professional and administrative team
- Scanning confidential paper documents, electronic filing, Microsoft Office 365, Microsoft TEAMS and Google

## **Qualifications:**

- Strong technical skills are a MUST
- CPA Firm experience is a plus

Hours 9 AM – 6 PM (flexible)

Contact:

Laura Beth Summerfield

(770) 804-3199

[laura@levycpafirm.com](mailto:laura@levycpafirm.com)

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

Source: Theahaconnection

---

Posted 12/5/2021

---

# Service Administrator Assistant (Chamblee)



5525 Peachtree Industrial Blvd, Chamblee, GA 30341

---

## **Responsibilities:**

- Schedules appointments for service via telephone, e-mail and in person
- Welcome clients when they arrive in the Service Area. Determine the nature of visit and escort the client to the appropriate department/area.
- Inform and introduce the client to the Advisor and explain the nature of the visit. Maintain a consistent level of communication with Service Advisors in order to properly coordinate which advisor is available to meet with the next arriving client.
- Provide information to appropriate store personnel regarding client needs and expectations to help ensure the entire team is prepared to provide the highest level of service to the client.
- Provide administrative support to the staff when necessary.
- Prepare warranty repair orders

## **Qualifications:**

- High School graduate or equivalent
- Acceptable driving record and a valid driver's license

Apply Online at: <https://bit.ly/3EmeySK>  
Source: Employer Website

---

# Recruiting Coordinator (Sandy Springs)



## Responsibilities:

- Offer administrative support to our Field and Corporate Recruiters as they work to attract top talent for Americold's corporate office and 140+ warehouse locations across North America.
- Serve as a single-point of contact for candidates during their post-offer process, with a focus on providing exceptional customer service to ensure a high quality candidate experience.
- Book candidate travel for in-person interviews and facilitate the candidate reimbursement process for expenses incurred while interviewing.
- Offer scheduling assistance for interviews conducted with hiring managers.
- Initiate all pre-screening requirements for candidates, including background checks and drug screens.
- Provide support to candidates during the post-offer process, including both technical support and reminders of upcoming deadlines.
- Work with candidates and hiring managers to finalize start dates with the organization and initiate pre-hire steps in our applicant tracking system.
- Assist with job advertising and marketing efforts to post our jobs in various markets and attract top talent for our open positions.
- Offer administrative support on upcoming hiring events and job fairs.

## Qualifications:

- Requires a bachelor's degree in a related area (Human Resources, Communications or Business) or relevant work experience.
- Minimum 1+ year of experience in the Talent Acquisition and Recruiting space is preferred.
- Prior experience working in an Applicant Tracking System is preferred; prior experience with iCIMS is a plus.

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

Source: Employer Website

---

# Executive Assistant (Buckhead)



3424 Peachtree Rd NE, Atlanta, GA 30326

---

This individual will support the PYA Consulting Department, working closely with PYA team members throughout the Firm.

- Provide administrative support to executives which include calendar management, scheduling and coordination of client meetings in person, via telephone and video, and travel logistics
- Maintain confidentiality and work diligently to keep executives on track
- Edit and create various client deliverables, including reports, project lists, and proposal letters, performing legal research as appropriate
- Communicate with clients to request additional information or documentation
- Maintain project documentation and pull information from multiple databases
- Enter time, expenses, and other reporting using Financial Force/Salesforce
- Assists with general office duties and back-up to other Administrative Assistants as needed

## **Qualifications:**

- 2+ years of administrative or paralegal experience at a fast-paced firm preferred
- Proficiency in producing Microsoft Office documents including extensive experience utilizing Outlook calendar usage for high volume scheduling

Apply Online at: <https://bit.ly/3IV1tIX>

Source: Employer Website

---

# Food Service, Housekeeping, & Other Now Hiring – Week of 12/5/21

## **Janitorial Maintenance (Alpharetta)**

Dave and Buster's / 6500 North Point Parkway, Alpharetta, GA 30022

<https://indeedhi.re/3peHO7C>

## **Valet (Chamblee)**

Hennessy Ford Lincoln / 5675 Peachtree Blvd, Atlanta, GA 30341

<https://bit.ly/3rnje7b>

## **BOH Team Member (Sandy Springs)**

**\$11 - \$15 an hour**

Blue Moon Pizza / 5610 Glenridge Dr, Sandy Springs, GA 30342

<https://bit.ly/3pgsc3s>

## **Banquet Server (Alpharetta)**

**From \$18 an hour**

Main Event Entertainment / 10700 Davis Drive, Alpharetta, GA 30009

<https://indeedhi.re/3EkW9W7>

## **Cashier PT (Alpharetta)**

The Cheesecake Factory / 2075 North Point Circle, Alpharetta, GA 30022

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

## **Housekeeper (Buckhead)**

Renaissance on Peachtree / 3755 Peachtree Rd NE, Atlanta, GA 30319

<https://bit.ly/3lr0ZJZ>

## **Custodian PT (Buckhead)**

**\$12.50 an hour**

LEGOLAND Discovery Center / 3500 Peachtree Road NE, Atlanta, GA 30326

<https://bit.ly/3Gcx7sN>

## **Dishwasher (Perimeter)**

Taco Mac / 1211 Ashford Crossing Atlanta, GA - 30346

<https://indeedhi.re/32YSfop>



---

# Food Service, Housekeeping, & Other Now Hiring – Week of 12/5/21

## **Stock/Pricing Associate PT (Buckhead)**

**\$10.00 - \$12.50 an hour**

Old Navy / 1 Buckhead Loop NE, Atlanta, GA 30326

<https://indeedhi.re/3ot18il>

## **Movers/Helpers (Roswell)**

**\$13 - \$17 an hour**

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

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

## **Housekeeper (Brookhaven)**

Oglethorpe University / 4484 Peachtree Rd NE, Atlanta, GA 30319

<https://indeedhi.re/31hXdfr>

## **Dishwasher (Buckhead)**

California Pizza Kitchen / 3393 Peachtree Road NE, Atlanta, GA 30326

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

## **Housekeeper (Alpharetta)**

**\$12 an hour**

Oaks at Alpharetta / 253 North Main Street, Alpharetta, GA 30009

<https://indeedhi.re/3G6xzc0>

## **Donor Specialist (Roswell)**

**\$10.50 per hour**

Goodwill / 8560 Holcomb Bridge Road, Alpharetta, GA 30022

<https://bit.ly/3lAw8Lg>

## **Stock Associate PT (Alpharetta)**

**\$12 - \$14 an hour**

Ross Dress for Less / 7111 North Point Parkway, Alpharetta, GA 30022

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