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# Administrative Assistant / Receptionist (Sandy Springs)



6065 Roswell Rd NE STE 300, Atlanta, GA 30328

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The role includes assisting and reporting directly to the Clinical Director as well as maintaining schedules, filing, answering phones and providing overall support to the clinical staff.

**Qualifications:**

- Familiar with Microsoft Office Suite

This is a full-time position Tuesday through Saturday.

Apply Online at: <https://indeedhi.re/3vL14e0>

Source: Indeed

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Posted 6/27/2021

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# Underwriting Admin (Roswell)



300 Colonial Center Pkwy STE 200, Roswell, GA 30076

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## **Responsibilities:**

- Respond to insured and broker inquiries via telephone, email and mail making it easy to do business with PURE Programs
- Process transactions in policy administration system and provide operational support for other team members

## **Qualifications:**

- Experience in customer service situations, contact center environment preferred. Experience in the Insurance industry is a plus.
- Data entry experience and working knowledge of excel, word, and email applications.
- A Bachelor's degree is preferred.

Apply Online at: <https://bit.ly/3xNCQ4c>

Source: Employer Website

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# Administrative Assistant (Roswell)



1544 Old Alabama Rd, Roswell, GA 30076

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This position includes but is not limited to handling certain tasks associated with legal documents, correspondence, and calls.

- Document scanning, copying and mailing.
- Consistently and accurately updating case management systems.
- Retrieving and responding to a variety of clients and internal firm requests via phone or email.
- Learning basic legal documents and terminology.
- Ensuring timely, courteous, and thorough responses to a heavy volume of email correspondence.
- Providing exceptional customer service to clients at every level of interaction.
- Providing support to attorneys in a high volume, time sensitive atmosphere.
- Providing reception, answering and routing calls.

## **Qualifications:**

- High school degree required.
- College degree strongly preferred.
- Must have recently graduated from college or have 2-3 years' of relevant experience.

Apply Online at: <https://indeedhi.re/3jjPi83>

Source: Indeed

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# Guest Service Agent (Buckhead)



## Element Atlanta Buckhead

3491 Piedmont Rd NE, Atlanta, GA 30305

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### Responsibilities:

- Greet and welcome all guests approaching the Front Desk in accordance with Wyndham standards.
- Maintain proper operation of the PBX console and ensure that all hotel standards are met (if applicable).
- Answer guest inquiries about hotel services, facilities and hours of operation in a timely manner.
- Ensure logging and delivery of packages, mail and messages to guests and meeting rooms.
- Review Front Office log and Trace File daily.
- Answer inquiries from guests regarding restaurants, transportation, entertainment, etc.
- Follow all cash handling and credit policies.
- Be aware of all rates, packages and special promotions as listed in the Red Book.

[No qualifications specified in ad.]

\$12.00 - \$15.00 per hour

Apply Online at: <https://indeedhi.re/2T26iEN>

Source: Indeed

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Posted 6/27/2021

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# Administrative Assistant (Brookhaven)



4170 Ashford Dunwoody Rd # 480, Atlanta, GA 30319

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## **Responsibilities:**

- Answer calls and take messages for the office
- Greet visitors and create a welcoming environment
- Manage multiple calendars and schedule appointments
- Sort, distribute, and generate office mailing
- Assist with client meeting preparation
- Order office supplies
- Maintain and organize client files and assist with paperwork.
- Assist with marketing projects and tasks.

## **Qualifications:**

- Bachelor's degree preferred.

\$33,000.00 - \$36,000.00 per year

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

Source: Indeed

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# Visitor Use Assistant / Fee Collector

## (Sandy Springs)



### **Chattahoochee River National Recreation Area**

1978 Island Ford Pkwy, Sandy Springs, GA 30350

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This is will be a Seasonal Career/Career Conditional appointment subject to periods of non-pay status. Open to the first 100 applicants or until 06/29/2021 whichever comes first. All applications submitted by 11:59 (EST) on the closing day will receive consideration.

- Collect and account for fees.
- Interact with park guests at an entrance station, visitor center, campground
- Traffic control, lost item assistance and special event set-up/take-down.
- Stressful situations may occur on a daily basis.
- Provide answers to recurring visitor questions, and describe the area's recreational opportunities
- Distribute park brochures and printed material
- Inform visitors of potential safety hazards.
- Receive and appropriately handle or refer complaints.

#### **Qualifications:**

- At least one full year of general experience comparable in scope and responsibility to the GS-03 grade level in the Federal service (obtained in either the public or private sectors). This experience includes activities such as: clerical, office, or other work
- -OR-
- Successful completion of at least 2 years above high school.

\$33,208 to \$43,169 per year

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

Source: Employer Website

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# Administrative Assistant / Receptionist (Roswell)



SAINT FRANCIS SCHOOLS

9375 Willeo Rd, Roswell, GA 30075

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## Qualifications:

- High school or equivalent (Preferred)
- Administrative Assistant: 5 years (Preferred)
- Proficient computer skills required. Spreadsheets, emails, word documents

\$16 - \$18 an hour

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

Source: Indeed

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Posted 6/27/2021

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# Office Coordinator - Entry-Level (Roswell)



1350 Upper Hembree Rd #100, Roswell, GA 30076

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## **Responsibilities:**

- Greets everyone who enters the clinic in a friendly and welcoming manner.
- Schedules new referrals received by fax or by telephone from patients, physician offices.
- Verifies insurance coverage for patients.
- Collects patient payments.

## **Qualifications:**

- High School Diploma or equivalent.

Apply Online at: <https://bit.ly/35LXAxf>

Source: Employer Website



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# Utility Line Locators (Dunwoody/Sandy Springs)



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We are hiring Utility Line Locators in Dunwoody/Sandy Springs, GA to start in a PAID TRAINING class in July/ August 2021. Under the direction of a company supervisor, a Utility Line Locator performs work that involves visual inspection of predefined construction areas and reading and interpretation of utility maps to determine the presence of underground utilities, while using special electronic equipment to actually detect and locate said utilities. The utilities may include (but not be limited to) gas, electric, cable TV, telecommunications, sanitary sewer, water lines, street lighting and other facilities within the predefined construction area.

## **Qualifications:**

- High School Diploma, or GED.
- Valid State driver's license (cannot be considered Provisional), including an MVR record that is deemed acceptable by the company.
- Proficient in the use of hand tools and equipment. (shovels, screw drivers, wrenches, and ped keys etc.)

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

Source: Employer Website

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# Human Resources Coordinator / Recruiter (Dunwoody)



**MARKSMAN**  
SECURITY CORPORATION

1040 Crown Pointe Pkwy Suite 190, Atlanta, GA 30338

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The Human Resources Coordinator's main goal is to provide support in the areas of recruiting, benefits, hiring, and on-boarding new employees. Some administrative and clerical work will also be required. This individual works closely with the Director of HR to ensure compliance with company, state and federal policies.

- Facilitate a new hire orientation for new employees to the company
- Maintain complete and accurate personnel files in compliance with applicable state and federal regulations
- Ensure new hires are accurately entered into employment databases, and employee records are updated as needed
- Create, develop and implement field recruiting strategy;
- Creates and maintains a network of industry professional recruiting sources;

## **Qualifications:**

- Must be proficient in Microsoft Office Suite and Google Suite.
- 2 years of experience in a similar role preferred
- Undergraduate degree preferred

\$16.00 per hour

Apply Online at: <https://indeedhi.re/3d6PGTh>

Source: Indeed

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Posted 6/27/2021

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# Job Fair 6/29 - After-School Program Assistants (Sandy Springs & Roswell)



**Right at School**

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Right At School (Fulton County, Georgia) is hosting an Open Interview Session Tuesday, June 29th for the Roswell, GA and Sandy Springs, GA area for potential employment as After-School Program Assistants.

## **Responsibilities:**

- Partnering with the Program Manager to deliver a dynamic Right At School curriculum.
- Building relationships and communicating with parents
- Being a role model for children by modeling positive behaviors to assist with learning.
- Manage the classroom and maintain safety with a positive guidance approach.
- Verifying quality and compliance standards are met by organizing program materials and documenting attendance, incidents, and other observations.

## **Qualifications:**

- Respect for and dedication to working with children with special needs
- High school diploma/GED
- Experience working with students

Free childcare! Enroll your eligible children in any Right At School after-school program tuition-free

\$12-\$15

Apply Online at: <https://indeedhi.re/3qiESa6>

Source: Indeed

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# Executive Assistant (Alpharetta)



1750 Founders Pkwy # 180, Alpharetta, GA 30009

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The Executive Assistant will provide high-level administrative support for our CEO as well as some other functions for our CFO and other business leaders.

- Provide assistance and administrative support to the CEO primarily and other members of the executive leadership team as needed
- Assist with planning, reservations, luncheons, and all things necessary for high-level corporate meetings
- Handle confidential records, contracts, and documents and maintain compliance with standard operating procedures
- Coordinate and assist with collecting, aggregating, and preparing data
- Manage small projects from start to finish as needed for the CEO and other members of the C-Suite
- Proofread and make edits for business correspondence as needed
- Some light marketing and managing of CEO's LinkedIn page and articles/company information to share online
- Prepare expense reports for members of the executive team

## **Qualifications:**

- Associates Degree or Bachelor's Degree preferred
- Previous Executive Assistant to a CEO experience preferred

Apply Online at: <https://bit.ly/3vSft8n>

Source: Employer Website

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# Receptionist / Office Assistant (Alpharetta)



11600 Wills Rd, Alpharetta, GA 30009

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## **Responsibilities:**

- Answer and transfer incoming calls pleasantly and professionally
- Assist in answering customer questions
- Assure appropriate coverage of phones when away from desk
- Data entry

## **Qualifications:**

- A high school diploma is preferred, but a GED combined with previous administrative experience will be considered.
- High proficiency with Microsoft Office

Apply Online at: <https://bit.ly/3h6krc4>

Source: Employer Website

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# Office Assistant (Roswell)



9800 Old Dogwood Rd, Roswell, GA 30075

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The purpose of this position is to effectively manage the workspace (i.e. keeps a clean and organized office, appropriately handle paperwork, maintains control over the physical environment, etc).

- Ordering/Restocking office, kitchen & breakroom while tidying.
- Ordering/Restocking marketing inventory.
- Compiling marketing materials & prepare mailings.
- Assisting with creating social media content by snapping photos around the office and warehouse when there is a good photo opportunity. No professional photography skills are needed for this.
- Hand address envelopes.

## Qualifications:

- High school or equivalent (Preferred)
- Familiar with the Roswell, Alpharetta, Woodstock area

\$14 - \$16 an hour

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

Source: Indeed

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Posted 6/27/2021

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# Call Center Customer Service Representative (Chamblee)



1871 Chamblee Tucker Rd, Chamblee, GA 30341

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As a Resolution Specialist, you will manage a high volume of incoming calls from customers, stores, and associates while navigating multiple systems to aid in answering questions and resolving issues.

## **Qualifications:**

- Must type a minimum of 25 WPM
- Proficient with Microsoft Office programs (Outlook, Word)
- High school diploma or GED
- Customer service experience

Hours: We provide 24/7 customer care with a variety of shift opportunities.

\$12.50 - \$13.50 an hour

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

Source: Indeed

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# Talent Acquisition Coordinator (Buckhead)



3424 Peachtree Rd, Atlanta, GA 30326

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## **Responsibilities:**

- Support a diverse team of recruiters during key points in our hiring and pre-boarding processes including interview scheduling, screenings, assessments and internal & external communications.
- Directly oversee the completion of pre-hire background and drug screenings including launching and monitoring candidate screenings, reviewing reports, adverse action
- Proactively drive internal communication with other Talent teams and hiring departments regarding new hire clearances and manage all candidate communications regarding the screening process
- Schedule candidate, hiring manager and department interviews through Outlook and iCIMS (Applicant Tracking System)
- Serve as a liaison to candidates during onsite interviews ensuring a personalized Cortland experience

## **Qualifications:**

- Bachelor's degree and 6+ months of customer service experience (internships, summer jobs, etc.) required

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

Source: Employer Website



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# Part-Time Office Assistant (Buckhead)



945 East Paces Ferry Rd NE #2100, Atlanta, GA 30326

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## **Responsibilities:**

- Assist with drafting various internal communications and external social media content
- Serve as a back-up to Administrative Assistants – assist in printing, scanning, binding, and filing documents
- Assist the Tax team with document processing and filing
- Keep office and conference rooms clean and organized
- Assist Talent Acquisition team with filing documents and candidate notes
- Perform routine errands as needed
- Assist with supply ordering and stocking
- Assist with special events, projects, and other duties as assigned

## **Qualifications:**

- Proficient in Microsoft Office Suite: Outlook/Word/Excel

This is an excellent opportunity for college students who can commute easily to Buckhead.

10-15 hours per week – flexible based on candidate's schedule

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

Source: Employer Website

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# Office Assistant (Roswell)



570 Colonial Park Dr # 307, Roswell, GA 30075

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This role is responsible for providing administrative support to our Executive Team as well as our project managers.

- Inputting new clients/ jobs into the software for all departments
- Reconciling Receipts
- Assisting Project Managers with Permits and Data entry for their projects.
- Inputting prebuilt scopes, inspections and change orders into our software.
- Inputting information for desk estimates
- Lead Tracking
- Assist in Job close out procedure
- Ensuring the office is stocked with needed supplies and equipment is set up and working properly
- Answering the phones and taking messages
- Keeping the office organized and free of clutter
- Filing lien paperwork
- Primary liaison with Project Managers to ensure their subcontractor's compliance with contract documents, up to date and valid insurance, proper billing, approval, payment, etc. Follow up with PM when payment is interrupted for any reason.
- Assist General Manager where needed.

## Qualifications:

- Highly proficient with computers
- Reliable transportation

\$15.00 per hour

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

Source: Indeed

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# Receptionist (Alpharetta)



7431 North Point Pkwy, Alpharetta, GA 30022

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## **Responsibilities:**

- Field incoming calls to schedule appointments and answer general questions.
- Confirm appointments, communicate with clients and maintain and update client records.
- Assist Sales Manager in outgoing calls to clients for consultation follow-up and notification of promotions and events (no cold calling).
- Support Sales Manager and medical staff with clinic needs such as; treatment room upkeep, event support, and clinic upkeep.
- Process financial transactions.
- Perform daily opening and closing duties.
- Administrative support functions such as filing, photocopying, faxing, etc.

## **Qualifications:**

- Minimum high school diploma or GED equivalency
- Intermediate computer skills

\$15 an hour

Apply Online at: <https://bit.ly/2U2Ggl0>

Source: Employer Website

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# Receptionist / Switchboard Operator (Dunwoody)



2151 Peachford Rd, Atlanta, GA 30338

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## **Responsibilities:**

- Answer and respond to telephone and face-to-face inquiries promptly and in a pleasant, courteous and clear manner.
- Demonstrate knowledge of hospital emergency code response procedures.
- Provide routine hospital-related information to callers and visitors.

## **Qualifications:**

- A high school diploma or GED is required and previous hospital switchboard experience is preferred.

Apply Online at: <https://bit.ly/3qtK0Z9>

Source: Employer Website

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# Receptionist/Administrative Assistant (Sandy Springs)



5600 Roswell Rd NE Suite 9, Atlanta, GA 30342

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## **Responsibilities:**

- Answering incoming calls from customers using multi-line phone system.
- Meeting and greeting customers daily.
- Various administrative functions -- filing, organizing, etc.
- Administering exams
- Processing orders & transactions

## **Qualifications:**

- A minimum of 2 years office administration/customer service experience
- Proficient in Microsoft Office and other computer related skills

\$16 an hour

Apply Online at: <https://indeedhi.re/3A4wMpR>

Source: Indeed

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Posted 6/27/2021

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# Front Desk / Receptionist (Buckhead)



3344 Peachtree Rd NE Suite 2600, Atlanta, GA 30326

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## **Qualifications:**

One year experience as a Receptionist, PBX Operator, Administrative, Concierge or Customer Service Agent

Computer skills required.

High school diploma or equivalent

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

Source: Employer Website

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# Executive Assistant to CEO (Chamblee)



WESTFALL GOLD

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## **Responsibilities:**

- Represents the CEO to internal and external stakeholders.
- Manages the CEO's Schedule.
- Provides Administrative Support for the CEO's office and the company.
- Assist CEO in supporting clients with various client service duties.

## **Qualifications:**

- 5+ years of Executive Assistant or similar experience, preferably in a professional services or consulting services environment
- Advanced experience with travel arrangements, calendaring and expense reports
- Advanced experience in using email/calendaring, word processing, spreadsheet, and presentation software, such as Microsoft Outlook, Word, Excel, and PowerPoint
- Bachelor's degree or equivalent work experience

\$50,000 - \$60,000 a year

Apply Online at: <https://indeedhi.re/3A3rR8E>

Source: Indeed

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# Food Service, Housekeeping, & Other Now Hiring – Week of 6/27/21

## **Team Member (Dunwoody)**

**OPEN INTERVIEWS Tuesdays and Thursdays between 2pm and 5pm**

Moe's / 5562 Chamblee Dunwoody Rd, Ste 9 Dunwoody GA 30338

<https://bit.ly/3d8WBeD>

## **Housekeeper (Dunwoody)**

Peachford Hospital / 2151 Peachford Rd, Atlanta, GA 30338

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

## **Party Host PT (Alpharetta)**

Main Event / 10700 Davis Dr, Alpharetta, GA 30009

<https://indeedhi.re/3gUZx6g>

## **PT Room Service Server/ Coffee Shop Attendant - AM Shifts (Buckhead)**

Westin Buckhead Atlanta / 3391 Peachtree Rd NE, Atlanta, GA 30326

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

## **Custodian II (Dunwoody)**

**Monday through Friday 2:30 p.m - 11:00 p.m; Salary : \$24,168 - \$25,449**

Georgia State University / 2101 Womack Road, Dunwoody, GA 30338

<https://bit.ly/3d5YA3r>

## **Stock Associate (Buckhead)**

**\$9 - \$10 an hour**

Finish Line / Lenox Mall

<https://indeedhi.re/35MM70E>

## **Greeter/Counter Desk Associate (Roswell)**

Bowlro / 785 Old Roswell Rd, Roswell, GA 30076

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

## **Housekeeping (Alpharetta)**

**From \$12 an hour**

Aloft Alpharetta / 7895 North Point Pkwy, Alpharetta, GA 30022

<https://indeedhi.re/3gS1GdM>



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# Food Service, Housekeeping, & Other Now Hiring – Week of 6/27/21

## **Car Washer (Roswell)**

Nalley Collision Center / 1000 Sun Valley Dr, Roswell, GA 30076

<https://bit.ly/3j4WeWa>

## **Patient Transportation Attendant (Sandy Springs)**

St. Joseph's Hospital / 5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

<https://bit.ly/3j4WRiu>

## **Dishwasher PT (Perimeter)**

Outback Steakhouse / 1220 Ashford Crossing, Atlanta, GA 30346

<https://indeedhi.re/2SpJmix>

## **Janitorial (Perimeter)**

Chuy's / 118 Perimeter Center W, Atlanta, GA 30346

<https://bit.ly/3qmVvS1>

## **Packer - Temp (Alpharetta)**

Scientific Games / 1500 Bluegrass Lakes Pkwy, Alpharetta, GA 30004

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

## **Laundromat Attendant (Sandy Springs)**

**\$12 - \$13 an hour**

Laundry Lounge Sandy Springs / 7405 Roswell Rd Ste a, Atlanta, GA 30328

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

## **Dishwasher (Perimeter)**

Veritas Collaborative / 41 Perimeter Center East, Suite 400, Dunwoody, Georgia

<https://bit.ly/3vWp7a4>

## **Residential Janitor / Groundskeeper (Sandy Springs)**

**NO EXPERIENCE NECESSARY; SAME DAY PAY**

InterSolutions / Various Locations

<https://bit.ly/3vW0VnZ>