
Human Resources Specialist

(Sandy Springs)



8302 Dunwoody Place #100, Atlanta, GA 30350

CargoBarn's Human Resources Specialist will assist in all facets of the HR and Recruiting world in the fast-paced industry of logistics. As the HR Specialist, you'll be responsible for helping recruit top talent for the company and taking part in numerous HR-related decisions. You'll also share your ideas for improving marketing and engagement strategies. This includes representing the company at numerous college career fairs in Georgia, Alabama, Florida, Texas and South Carolina. The HR Specialist also helps coordinate our sales reps' trips to conferences, assist with training and much more.

Qualifications:

- BA preferably in marketing or human resources fields

Apply Online at: <https://bit.ly/3u91H3K>

Source: Employer Website

File Clerk (Dunwoody)



4721 Chamblee Dunwoody Rd, Dunwoody, GA 30338

Responsibilities:

- Extensive document processing
- Managing Phone System
- Systems Maintenance
- Ordering Supplies
- General Scheduling

Qualifications:

- This is an administrative position, but also open to candidates with prior office, customer service or hospitality experience.
- Ideally, this candidate has experience as an office administrator, or legal assistant.

Apply Online at: <https://indeedhi.re/3tZL36D>

Source: Indeed

Posted 1/30/2022

Coordinator (Alpharetta)



Division of Compass Group USA

SAP - 8000 Avalon Blvd, Suite 500, Alpharetta, GA 30009

Ensures successful delivery of all services for meetings and conferences. Coordinates with clients, vendors and coworkers.

- Liaisons with customers, vendors and staff for event operations.
- Reviews event schedules and ensure all room and facility requirements are communicated and fulfilled; coordinates with janitorial and facility staff.
- Inspects and maintains appearance and functionality of conference rooms for quality assurance, safety and company standards.
- Facilitates work order escalations with vendors, clients and coworkers.
- Communicates daily with team to ensure customer needs are being met.
- Creates and maintains conference room database containing specifications, digital images, room directions (print and electronic versions), audiovisual capabilities, standard room setup and peripheral inventory.
- Coordinates receiving, storage and delivery of materials from speakers, exhibitors, meeting planners and delivery companies; documents and tracks all support items to guard against loss.
- Helps loads and unload catering-related materials.
- Fosters solid working relationships with all service-related vendors.

Qualifications:

- Previous administrative and customer service experience preferred.

Monday through Friday, 8:00am - 5:00pm.

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

Source: Indeed

Administrative Assistant (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
- Other duties as requested or needed to maintain the efficient processing of documents and communications within the firm's internal operations

Qualifications:

- 3+ years of experience
- Experience in a CPA Firm environment preferred
- Ability to work overtime January through April and during peak seasons
- Proficient in Microsoft Office (Excel and Word)

Apply Online at: <https://bit.ly/3ub5MET>

Source: Employer Website

Office Administrator (Roswell)



1213 Canton St Ste 200, Roswell, GA 30075

In this role, you will be responsible for handling office work and data entry.

Qualifications:

- High school or equivalent (Required)
- Previous customer service / sales experience is an asset but is not required

\$500 a week

Apply Online at: <https://indeedhi.re/3G8pPpD>

Source: Indeed

Posted 1/30/2022

Front Desk Receptionist (Buckhead)



3115 Piedmont Road NE, Atlanta, GA 30305

Manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks.

Qualifications:

- Receptionist: 1 year (Required)
- 10 Key: 1 year (Preferred)
- QuickBooks: 1 year (Preferred)
- Must live close to the office

\$14.00 - \$16.00 per hour

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

Source: Indeed

Posted 1/30/2022

Front Office Receptionist (Sandy Springs)



300 Johnson Ferry Rd, Atlanta, GA 30328

Responsibilities:

- Welcoming & greeting residents, guests, visitors and vendors in a professional and pleasant manner. Ensure that people are given access to the building in a timely manner and not waiting outside.
- Direct visitors, guests and vendors by giving instructions.
- Maintain resident, employee and department directories.
- Receive incoming calls and ensure questions are answered and the caller is directed to the appropriate person(s) or department(s).
- Receive calls regarding work orders and cleaning requests. Log these requests through the TELS work order system following the procedures and guidelines provided.
- Communicate with departments via radio when necessary and using proper radio codes and language.
- Serve as community ambassador to visitors; answer general questions from potential residents and inquiring families and provide informational brochures and packets as requested.

Qualifications:

- 1+ years of secretarial, previous receptionist work, greeter/host or other work dealing having to do with guest interaction and clerical work.
- Some college or higher education preferred, but not required.

Must be able to work a flexible schedule and shifts – Sunday-Saturday, weekends & holidays as needed by the department as a full-time employee.

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

Source: Employer Website

Human Resources Generalist (Sandy Springs)



1000 Abernathy Rd # 1700, Atlanta, GA 30328

Responsibilities:

- Support Employee Relations activities – primarily benefits and payroll follow up, investigation support, and employee engagement activity – to drive a positive culture for supported regions and/or business groups
- Support Labor Relations activities for represented locations, including active participation in grievance resolution, contract administration, and contract negotiations
- Drive effective change management to accelerate the successful execution of Veritiv business strategies and HR Priorities
- Assist in driving the effective execution of recurring HR Processes (performance management & talent development, compensation & merit planning) across Veritiv
- Collaborate with HR Business Partners, Compensation/ Benefits, HR Systems, Talent Management, Legal, Labor Relations and key business stakeholders
- Organize and lead multiple projects to deliver timely results on highly visible Human Resources strategic initiatives: Initiate, develop, and lead project teams from concept to launch, through lessons learned, and final implementation/closeout of project
- Provide support including HRIS (Workday) system activity for requisitions, new hires, promotions, reporting/analytics

Qualifications:

- Bachelor Degree from an accredited university or college
- Minimum 2 years successful human resources, project mgt, or analytics experience within a large organization preferred
- Technological and Professional expertise required: specifically PC Microsoft Office (word, excel, PowerPoint, projects, etc.); exposure to current HRIS systems (workday, Oracle, etc.); Project Tools (Smartsheet, etc.)

Apply Online at: <https://bit.ly/3u34aNp>

Source: Employer Website

District Administrative Assistant

(Dunwoody)

LIFESOUTH
Community Blood Centers

4891 Ashford Dunwoody Rd. NE, Atlanta, GA 30338

Responsibilities:

- Maintain and organize the District Director's calendar, meeting and travel schedule
- Draft correspondence, answer phones, coordinate mailing, and handle inquiries and requests from internal and external sources on the District Director's behalf
- Produce promotional materials for all blood drives including posters, fliers, paycheck stuffers, and table tents. Materials must be typed, laid out and printed
- Maintain inventory and supplies for the district's Recruitment and Retention Department
- Track and complete bulk mailings for blood drives
- Write thank you letters
- Assist with on-site recruitment
- Confirm drives and public relations requirements
- Manage, maintain and organize confidential materials including a filing system of electronic and hard copy materials
- Prepare and assemble reports, documents and other publications, as appropriate

Qualifications:

- High school diploma or GED
- Valid driver's license. Must also meet and maintain LifeSouth driver's eligibility requirements
- Advanced knowledge of Microsoft Word, Excel, Outlook and PowerPoint
- One to two years of related experience preferred

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

Source: Employer Website

Sales Receptionist (Sandy Springs)



7640 Roswell Rd, Atlanta, GA 30350

Responsibilities:

- Warmly greet and welcome clients and other guests to the dealership. Do not leave the reception desk unattended.
- Manage the waiting area and showroom amenities.
- Actively listen to our clients and their needs and interpret body language in order to exceed client's expectations, solve problems, and de-escalate issues.
- Be an organized and productive multi-tasker. Maintain customer contact notes in our CRM system and manage our "up-list".

Qualifications:

- Previous experience in a similar role with similar responsibilities is preferred.
- Available to work Full-Time or Part-Time hours. Shifts vary.

Apply Online at: <https://bit.ly/33RnJNT>

Source: Employer Website

Customer Service Representative

(Sandy Springs)



1 Glenlake Pkwy NE, Atlanta, GA 30328

Responsibilities:

- Handle customer calls and correspondence for customer scheduling and inquiries.
- Offer assistance to customers with service, billing, and/or other issues.
- Record all customer information and call history information accurately within the appropriate hard copy process or electronic systems.
- Maintain level of knowledge and understanding of general system functionality and the business unit policies and procedures.
- Ensure maximum sensitivity, confidentiality, and understanding of business events, features of service, and/or billing, including marketing promotions and special offers.
- Provide administrative assistance to Operations, Sales, and Marketing departments as time permits.

Qualifications:

- High School Diploma or General Education Degree (GED); or one to two years of related experience and/or training; or equivalent combination of education and experience
- Six (6) months to one-year clerical or customer service experience
- Basic computer knowledge
- Skills with Microsoft Office applications (Word, Excel, Outlook, PowerPoint)

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

Source: Employer Website

Administrative Assistant (Sandy Springs)



Georgia Behavior Associates

400 Northridge Rd Suite 140, Sandy Springs, GA 30350

Duties include providing administrative support to ensure efficient operation of the office. Support of administrative team through a variety of tasks related to organization and communication.

Qualifications:

- Associates Degree a Plus
- Technology Savvy

Apply Online at: <https://bit.ly/3r3aHpn>

Source: Employer Website

Posted 1/30/2022

Secretary, Chart Management Office (Sandy Springs)



755 Mt Vernon Highway NE, Sandy Springs, GA 30328

Performs a variety of administrative, secretarial and clerical duties which support management personnel in the overall operation of a department or service area.

Qualifications:

- One (1) year clerical/secretarial/customer service experience OR experience may be offset by an Associates or Bachelors degree
- Typing requirements vary by department
- PREFERRED:**
- Post high school education
- Prior health care experience
- Successful completion of course in Medical Terminology

Work Hours: 10:30a-7p

Apply Online at: <https://bit.ly/3G5bomr>

Source: Employer Website

Posted 1/30/2022

Receptionist (Alpharetta)



Lapeer Steak and Seafood

12 North Broad Street, Alpharetta, GA

We are looking for an organized individual to answer the phones and take reservations for our restaurants during the daytime hours that they are not open.

The position will also involve assisting the office manager with employee onboarding and payroll.

[No qualifications specified in ad.]

Tuesday-Saturday 12pm-5pm

Apply Online at: <https://bit.ly/3o3mySg>

Source: Employer Website

Posted 1/30/2022

Receptionist (Sandy Springs)



1100 Hammond Dr, Atlanta, GA 30328

This position is a combination of patient interaction and basic paperwork administration under the direction of the Office Manager.

- Exercise excellent customer service while interacting with patients both over the phone and in person.
- Check in all patients and complete patient registration under the direction of the Office Manager.
- Schedule patient appointments within operational standards.
- Confirm patient appointments two (2) business days prior to the patients' appointments.
- Complete insurance verifications two (2) business days prior to all (general and specialty) patients' visits to determine coverage and benefit limits and link insurance in EagleSoft, as directed by office manager and/or ortho supervisor. Ensure pre-authorizations are received prior to appointments, if required.
- Complete check out process with each patient by reviewing charts to ensure that all information is written properly and procedures are documented and match the signed routing slip that the general dentist or specialist has submitted.
- File patient charts on a daily basis.

Qualifications:

- Working knowledge of Internet Explorer and Microsoft Word required; knowledge of Microsoft Excel preferred.
- Basic knowledge of insurance and dental terminology helpful.

Apply Online at: <https://bit.ly/34baGqk>

Source: Employer Website

Exec Asst I (Perimeter)



6325 Peachtree Dunwoody Rd, Atlanta, GA 30328

Responsibilities:

- Provide admin support to the General Manager of Cox2M.
- Schedule and manage the VP's calendar including prioritizing and resolving related conflicts and competing demands with internal and external contacts
- Book travel, compile travel manifests complete with meeting scheduling, and other travel logistics.
- Collect all business receipts and submit monthly expense reports
- Manage prioritization, acceptance and scheduling of all incoming public speaking, networking, and other PR opportunities.

Qualifications:

- Comfortable acting as both an executive and personal assistant

Apply Online at: <https://bit.ly/34djSKI>

Source: Employer Website

Kids Supervisor PT (Sandy Springs)



5580 Roswell Rd, Sandy Springs, GA 30342

The Kids Supervisor enforces and provides best-in-class engagement and play. Manages and implements engaging safe, fun and entertaining activities and games for children between the ages of three months to 11 years within the Academy and classes.

- Greets, acknowledges, and interacts with members and guests in a friendly and professional manner
- Engages children in interactive activities that include storytelling, organized arts and crafts, singing, and games
- Monitors and interacts with children to maintain a safe and healthy environment with respect to the toys, sports equipment, other children, and surroundings
- Maintains the operational documentation, audits and delegates cleaning checklist and staffing
- Promotes and sells Life Time Kids programs, products and services
- Completes Team Member Evaluations, provides feedback and coaching as needed

Qualifications:

- Experience working with children
- Must complete all required Kids On-Demand Learning Certifications before 1st day of work
- First Aid certification, Infant/Child and Adult CPR/AED certification required within the first 60 days of hire

Apply Online at: <https://bit.ly/3AKLN12>

Source: Employer Website

Meter Reader (North Fulton)



Bermex has immediate openings for motivated individuals to read utility meters in the North Fulton area. The job involves reading and recording utility meters on an established routes.

Qualifications:

- Must possess a valid driver's license that is clear of driving infractions.

Work days are Monday – Friday

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

Source: Employer Website

Executive Assistant (Buckhead)



3280 Peachtree Rd NE, Atlanta, GA 30305

Responsibilities:

- Schedule complex meetings both internal and with our clients; resolve scheduling conflicts quickly and prioritize issues to ensure an effective time management approach
- Collaborate with EA team to effectively coordinate and confirm global meetings and conference calls; communicate schedule changes to relevant people
- Coordinate frequent and detailed travel arrangements with Bain Travel team including air, hotel, car, etc. as business needs and personal preferences dictate
- Submit frequent and detailed expense reports; manage audit process to ensure proper reimbursement
- Receive, screen and/or route all incoming telephone calls, mail, publications and correspondence and assist with correspondence, including drafting memos and emails as required
- Proactively support Partners in their relationship management by entering new CRM contacts and actively maintaining the accuracy of CRM contact information. Achieve mastery of the CRM system through attendance of training sessions and partner with the global/local marketing on contact audits, data campaigns and other relationship management efforts
- Provide occasional graphics assistance for client presentations using PowerPoint

Qualifications:

- Associates Degree or equivalent combination of training and experience
- A minimum of five years' direct executive assistant experience
- Strong proficiency in Microsoft Windows, Word, Excel, PowerPoint and Outlook
- Applicant must have received, or be willing to receive the COVID-19 vaccine, and be fully vaccinated

Apply Online at: <https://bit.ly/3u4Pc9z>

Source: Employer Website

Human Resources Coordinator (Buckhead)



3384 Peachtree Rd NE, Atlanta, GA 30326

Responsibilities:

- Own and optimize the new hire onboarding Five-Star experience as laid out in the Onboarding plan.
- Deliver new hire orientation.
- Sends new hire and exit surveys and compiles results for HR Management review.
- Manages the HR and Careers email in-boxes
- Initiates and follow-up on car insurance documents to maintain car allowance.
- Ensures all compliance signage is posted at all worksites.
- Updates the HR page of the DOCK with events, promotions and other HR documents as needed.
- Maintains HR files with a high degree of confidentiality.
- Performs data entry / file management / report creation for the HR team.
- Processes new hire and termination paperwork.
- Responds to team members and vendor requests to include job postings, background checks and onboarding of new employees.
- Maintains I-9 files both in paper and electronic format.
- Serves as the first level of customer service to property management.

Qualifications:

- Bachelor's degree in Human Resources or related field or 2 years of equivalent experience.

Apply Online at: <https://bit.ly/3oafV0z>

Source: Employer Website

Marketing and Content Specialist (Dunwoody)



4400 N Peachtree Rd, Dunwoody, GA 30338

The Marketing & Content Specialist will report to the Communications Director and is responsible for coordinating with church leadership and ministries to implement innovative campaigns to support church branding, ministry events, and/or outreach. Duties include, writing content, researching target audiences, recording and tracking campaign data, ensuring brand uniformity across all communication channels.

Qualifications:

- Bachelor's degree in journalism, marketing, communications, or related field.
- Minimum 5 years' experience in related fields.
- Experience with MS Office, WordPress, and planning software.
- Demonstrated content project management experience, preferably on a site redesign project.
- Knowledge of SEO and web traffic metrics.

Apply Online at: <https://indeedhi.re/3AE0Mto>

Source: Indeed

Executive Assistant I (Buckhead)



3355 Lenox Road NE, Atlanta, GA 30326

Responsibilities:

- Maintains communications (email, written, phone, and fax) while Principal is traveling
- Prepare reports, meeting minutes and correspondence.
- Create and edit documents, spreadsheets and presentations.
- Manage schedules, arrange appointments and itineraries Requires extensive coordination and follow-up to ensure all meetings are calendared properly and effectively - utilizing the best use of the Leader's time.
- Optimize principal productivity through coordination of meetings, travel, conference calls, and completing expense reports.
- Organizes and prioritizes multiple tasks and completes them under strict time constraints
- Manages daily correspondence and filing; organizes and maintains electronic and/or hard-copy document filing system.
- Reviews and edits client-related documentation
- Maintains client and administrative filing procedures

Qualifications:

- High school diploma and 3+ years of experience performing administrative duties for an individual, group, or department.
- Advanced skills in Microsoft® Word, Excel, Access, PowerPoint, Outlook, and Internet navigation and research.
- Valid driver's license required and Notary Public preferred.

Apply Online at: <https://bit.ly/3r9Ja5A>

Source: Employer Website

Childcare Worker PT (Roswell)



11275 Elkins Rd, Roswell, GA 30076

The NFCC Childcare Worker has the critical role of providing a fun, safe, and welcoming environment for children from the ages 2 to 11 while their parents attend classes in the NFCC Education Programs.

- Greet children and ensure parents sign them in every time they bring or leave with their child. If child needs assistance with feeding or toileting, parents are excused from class to assist child.
- Clean interactive areas throughout each class sessions.
- Organize creative craft and game activities for younger children.
- Monitor children to ensure that they play and interact with one another in a safe and appropriate manner. Record any problems that may occur and give report to Programs Manager.
- Supervise older children needing to complete homework assignments.
- Contact Programs Manager and the children's parents in the case of an emergency.
- May be asked to complete and maintain CPR certification.
- Offer direction to volunteer assistants.

Qualifications:

- Bi-lingual skills are preferred.

12-20 hours a week; NFCC will offer child care in both the mornings and Tuesday and Thursday evening.

\$12.00 /hr

Apply Online at: <https://bit.ly/33Sto6w>

Source: Employer Website

Customer Service Associate PT



5342 Tilly Mill Road, Dunwoody, GA 30338

Responsibilities:

- Provide exceptional first-line customer service to all customers
- Reliable, courteous, and punctual
- Smile and Greet all customers as they arrive and depart
- Assist with inquiries by telephone and in person
- Answer telephone in a proper manner and operate switchboard effectively
- Communicate all information regarding membership levels and privileges to guests accordingly
- Check in all members and guests using agency procedure
- Accept, process and discharge packages and documents following proper procedure
- Maintain knowledge of facility, programs and staff to answer questions and assist members with basic registration information, program location and additional information as required
- Address and respond to customer and staff questions, requests, concerns and issues in a timely and efficient manner

Qualifications:

- Excellent computer and typing skills
- Proficiency in Microsoft Suite (Word, Excel and Outlook)
- Experience using Salesforce (CRM system)

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 1/30/22

Driver / Porter (Roswell)

Dent Wizard / 993 Mansell Rd, Roswell, GA 30076

<https://bit.ly/3G5osYU>

Counter/Desk Attendants PT (Roswell)

Up to \$15 an hour

Bowlero / 785 Old Roswell Road, Roswell, GA 30076

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

Dishwasher PT (Buckhead)

Grand Lux Café / 3500 Peachtree Road NE, Atlanta, GA 30326

<https://bit.ly/35sbfwE>

Housekeeping (Perimeter)

\$14 - \$15 an hour

Westin Atlanta Perimeter / 7 Concourse Pkwy, Atlanta, GA 30328

<https://indeedhi.re/3onwI4z>

Kitchen Support (Sandy Springs)

Hammond Glen Retirement / 335 Hammond Dr, Sandy Springs, GA 30328

<https://indeedhi.re/3uaJ53k>

Dishwasher (Roswell)

Pure Taqueria / 1143 Alpharetta St, Roswell, GA 30075

<https://bit.ly/3rPz217>

Breakfast Attendant (Perimeter)

Embassy Suites / 1030 Crown Pointe Parkway, Atlanta, GA 30338

<https://bit.ly/33Ur66H>

Parts Warehouse Associate (Roswell)

Nalley Lexus / 980 Mansell Road, Roswell, GA 30076

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

Food Service, Housekeeping, & Other Now Hiring – Week of 1/30/22

Steward/Dishwasher (Alpharetta)

Up On The Roof / 33 S Main St, Alpharetta, GA 30009

<https://bit.ly/3g04tAa>

Team Member (Roswell)

Little Caesars Pizza / 1475 Holcomb Bridge Road, Roswell, GA 30076

<https://bit.ly/3GaA3Wo>

Cleaning (Perimeter)

\$10.25 - \$15.00 an hour

Crunch Fitness / 4540 Olde Perimeter Way, Atlanta, GA 30346

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

Houseperson (Buckhead)

Marriott International / 3300 Lenox Road NE, Atlanta, GA 30326

<https://bit.ly/3KUi2zc>

Housekeeping Attendant PT (Sandy Springs)

\$11.73 an hour

Cherokee Town & Country Club / 665 Hightower Trail, Atlanta, GA 30350

<https://bit.ly/3J2ipGz>

BOH (Sandy Springs)

\$11 - \$15 an hour

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

<https://bit.ly/32Gjc05>

Busser PT (Perimeter)

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

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

Env Services Tech I - Housekeeping (Sandy Springs)

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

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