
Administrative Office Coordinator / Guest Services (Sandy Springs)



6655 Peachtree Dunwoody Road

This role manages front desk responsibilities, provides administrative support, and coordinates key office services.

- Greet and direct all visitors, clients, and associates in a courteous and professional manner.
- Manage front desk phone system, respond to inquiries, and route calls appropriately.
- Monitor conference room schedules and assist with meeting set-up as needed.
- Coordinate office supplies, mail distribution, and shipping/receiving functions.
- Support office services such as janitorial, vending, and catering coordination.
- Provide administrative assistance to corporate staff and leadership as assigned.
- Support scheduling, event planning, and employee engagement activities at HQ.
- Draft communications, maintain office directories, and update internal resources.
- Serve as liaison with Facilities team for office maintenance and service requests.

Qualifications:

- 3–5 years of experience in administrative, front desk, or office coordination role in a corporate or professional services environment.
- Proficiency with Microsoft Office Suite
- Bachelor's degree preferred but not required.

[Apply Here](#)

Source: Indeed

Production Assistant (Roswell)



555 Sun Valley Drive, Roswell, GA 30076

Responsibilities:

- Review customer contracts for accuracy and completeness before processing
- Confirm product specifications, measurements, and details with sales and production teams
- Place accurate orders with manufacturers and vendors, ensuring lead times and materials align with project schedules
- Coordinate service calls and warranty appointments with customers and field teams
- Track job timelines and flag any delays or issues proactively
- Support production scheduling to ensure installs and service work are completed on time
- Update and maintain all customer, job, and order data in the CRM
- Upload and organize all related documents: contracts, permits, purchase orders, receipts, etc.

Qualifications:

- 2+ years of experience in operations, production support, or administrative roles
- Experience with CRM systems and Microsoft Excel
- Knowledge of QuickBooks or basic accounting processes a plus

[Apply Here](#)

Source: Indeed

Administrative Specialist (Roswell)



1544 Old Alabama Road, Roswell, GA 30076

Responsibilities:

- Document scanning, copying and mailing.
- Maintaining detailed logs and records of documents received and their chain of custody
- Working independently at times filing legal documents in dedicated file room.
- Consistently and accurately updating case management systems.
- Retrieving and responding to a variety of clients and internal firm requests via phone, email and workflow steps.
- 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.

Qualifications:

- High school degree required. College degree strongly preferred.
- Must have recently graduated from college or have 2-3 years of relevant experience.
- Must have proficiency in MS Office suite.

\$18 - \$22 an hour

[Apply Here](#)

Source: Indeed

Playcenter Attendant PT (Alpharetta)

YMCA OF METRO ATLANTA

3655 Preston Ridge Rd, Alpharetta, GA 30005

Provide care, lead activities, and ensure the safety of children between the ages of three months and twelve years.

Qualifications:

- A working knowledge of computers including MS Word and MS Excel is preferred.

[Apply Here](#)

Source: Employer Website

Corporate Office Assistant

(Sandy Springs)



10 Glenlake Pkwy Ste 445, Atlanta, GA 30328

Responsibilities:

- Provide administrative support to the Executive Leadership Team and shared services departments (e.g., HR, Finance, and Operations)
- Coordinate calendars, meetings, and conference room scheduling
- Prepare and send company-wide communications and staff announcements as needed
- Maintain and update company templates, staff contact lists, organizational maps, and related materials
- Assist with event logistics, including onsite and offsite meetings and travel coordination for executives and visiting staff
- Arrange transportation and lodging for employees and guests, including flights, hotels, and car rentals
- Manage business card orders and edits
- Order and maintain office supplies, snacks, beverages, postage, and other materials
- Coordinate with IT for new hire setup (e.g., hardware requests, desk setup, software access)
- Process and route invoices for approval and submission to Accounts Payable
- Support accounting-related tasks such as expense reports, deposits, and reconciliations

Qualifications:

- 3+ years of administrative, office coordination, or operations experience (corporate or professional services environment preferred)
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint)
- Basic accounting or bookkeeping experience preferred
- Associate's or bachelor's degree in business, communications, or a related field preferred

[Apply Here](#)

Source: Indeed

Office Assistant (Roswell)



1009 Mansell Road, Roswell, GA 30076

Responsibilities:

- Answer phone inquiries, direct calls and provide basic company information
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed
- Set appointments
- Handle customer inquiries both by phone and email
- Enter new customer information into the system
- Update existing customer information
- Document all call information according to standard operating procedures
- Get permits for jobs
- Schedule inspections and installations

Qualifications:

- High school diploma or equivalent
- Proficient in relevant computer applications
- Knowledge of customer service
- Good data entry and typing skills

\$12 - \$14 an hour

[Apply Here](#)

Source: Indeed

Administrative Assistant / Receptionist (Buckhead)



3525 Piedmont Rd NE Bldg 6, Atlanta, GA 30305

Responsibilities:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports

Qualifications:

- Proven work experience as an Administrative Assistant or similar role
- Proficiency in MS Office (MS Excel and MS Word, in particular)
- High school diploma; additional qualification as an Administrative assistant or Secretary will be a plus

[Apply Here](#)

Source: Indeed

Front Desk Associate PT (Dunwoody)



110 Middle Street, Dunwoody, GA 30346

Responsibilities:

- Provide top-level service for guests and team members.
- Warmly greet and check in guests.
- Actively drive enhancement, membership, and gift card sales by passionately educating guests about our services, memberships, and retail offerings.
- Accurately and effectively book, edit, and cancel massage appointments.
- Open/close the boutique each day according to standard operating procedures.
- Resolve guest issues.
- Ensure guest areas are maintained to standard.

Qualifications:

- Sales and service-related experience preferred.

\$15 an hour

[Apply Here](#)

Source: Indeed

Concierge / Receptionist (Alpharetta)



11450 Morris Road, Alpharetta, GA 30005

Responsibilities:

- Proactively assists residents, families, visitors, and employees with questions or problems resulting in a positive experience; greet all visitors and answer incoming calls in a professional and respectful manner.
- Monitors entry area for visitors and guests, greets and directs as necessary, answers incoming telephone calls and resident calls, forwards and takes messages, receives and sends packages for residents, assists with residents who request assistance with mailing letters and packages. manage the lobby; monitor and ensure desk and lobby are clean and neat; create a comfortable, inviting area; assist the activity director and/or others as necessary in promoting activities with residents in the lobby.
- Sales & Marketing: manage the inquiry process, connecting the caller or visiting customer to the appropriate inquiry team member; respond to inquiries and/or tours when community relations director, executive director and resident care directors are not available; facilitate experiences/tours of community as needed; knowledgeable and assist in supporting the marketing standards of the community; assist with duties related to the Lead Management Program; assist with assembling marketing packets as needed.
- Business Office: assist in processing new resident documentation; assist in maintenance of resident files and documentation while maintaining confidentiality.
- Promote and encourage residents to participate in activities.

Qualifications:

- High School Diploma or equivalent required.
- Must have six months of experience in a receptionist role or similar function.
- Experience with Microsoft Word and Excel preferred.

\$15 - \$17 an hour

[Apply Here](#)

Source: Indeed

Office Assistant (Dunwoody)

Nana Healthcare Management

4828 Ashford Dunwoody Rd, Georgia, 30338

Responsibilities:

- Answer and route phone calls, emails, and client inquiries in a professional and friendly manner
- Schedule service appointments for landscaping, facility maintenance, and housekeeping teams.
- Prepare and send estimates, proposals, invoices, and receipts to customers.
- Maintain accurate service records, job logs, and work order documentation.
- Support payroll processing by collecting and verifying timesheets from field employees.
- Track supplies, materials, and equipment inventory; coordinate vendor orders as needed.
- Input and update data in QuickBooks or other accounting software.
- Assist with billing, payments, and expense tracking.
- Communicate with field supervisors to confirm job completion and resolve scheduling issues.
- Support hiring and onboarding of new team members (paperwork, uniform distribution, etc.)
- Assist with basic marketing and customer outreach (social media posts, follow-up emails)
- Maintain organized electronic and paper filing systems.

Qualifications:

- High school diploma or GED required; Associate degree preferred.
- 1-3 years of office or administrative experience; service industry experience preferred
- Proficient in Microsoft Office Suite and comfortable learning new software systems.

\$20 - \$22 an hour

[Apply Here](#)

Source: Indeed

Executive Assistant (Brookhaven)



1575 NE Expressway NE, Brookhaven, GA 30329

Responsibilities:

- Maintains calendar, schedules appointments, and works with leader to manage time.
- Schedules meetings for assigned leader, including reserving meeting rooms, ordering meals, developing agendas, inviting participants, maintaining minutes, greeting guests, and checking room accommodations such as audiovisual setup and catering needs.
- Maintains payroll reports reflecting assigned staff working, sick, vacation, and other times.
- Approves expense reports as assigned by leader.
- Screens incoming phone calls and manages relationship with outside vendors and internal staff.
- May serve on special projects, committees, or act as manager or department representative.
- Prepares department and committee minutes/agenda and coordinates other meeting materials in a timely manner.
- Provides backup when other Executive Assistants are out or need assistance.
- Opens, distributes, reads/handles mail as requested or required.
- Assists leader with budget preparation/management, processes all invoices and expense reports, and reconciles all financial transactions in approved format.

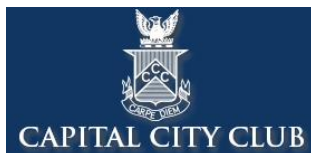
Qualifications:

- 4 years of administrative experience supporting vice president-level roles
- Advanced computer skills

[Apply Here](#)

Source: Indeed

Health & Fitness Front Desk Associate (Brookhaven)



53 W Brookhaven Dr Ne, Atlanta, GA 30319

Responsibilities:

- Greet and assist all members and guests in a friendly, professional, and courteous manner.
- Conduct fitness center facility walk-through every hour to ensure a safe working environment.
- Manage front desk operations including phone calls, check-ins, and appointment scheduling.
- Maintain the cleanliness and organization of the front desk lobby area, women's & men's weight area along with spa, group fitness rooms and cardio area.
- Process daily transactions such as service charges, merchandise purchases, and group fitness classes.
- Support the Fitness Director and team with administrative tasks, special events and club communications.

Qualifications:

- High school diploma or equivalent required.
- Basic computer proficiency (Microsoft Office, POS systems, email).
- Familiarity with fitness programs, membership systems, or scheduling software is a plus.
- Previous experience in customer service, hospitality, or fitness environment preferred.

Flexible hours include mornings, evenings, weekends, and holidays

\$15 an hour

[Apply Here](#)
Source: Indeed

Registration Coordinator (Dunwoody)



5342 Tilly Mill Road, Atlanta, GA 30338

The Registration Coordinator is responsible for assisting with the registration and administrative process for multiple programs as well as contributing to the high standard of MJCCA's customer service to current and prospective members. The position is entry level.

- Ensure that registrations are entered accurately into the CRM/registration management system.
- Manage changes to all registrations.
- Assist members with navigating the community website to register themselves for programs online.
- Enter new MJCCA program listings into our registration management system.
- Process payments for registrations (online, cash, and checks) and communicate outstanding balances to members.
- Develop and calculate payment plans for families and communicate agreed upon plans to families.
- Assist community members with logging into the online registration system. Troubleshoot issues as they arise.
- Provide follow-up customer service (phone, email, and in person) to all families.
- Respond to all emails, phone calls, and other requests within one business day. May involve responding to emails or calls outside of the regular workday.
- Communicate changes, issues, or requests to the appropriate internal department.

Qualifications:

- Proficient in Microsoft Office applications (PowerPoint, Word, Excel, Outlook).
- Experience with data management software or content management systems is a plus

[Apply Here](#)

Source: Indeed

Human Resources Coordinator PT (Perimeter)



7 Concourse Parkway NE, Atlanta, GA 30328

Conduct day to day operation of the Human Resources department which includes: Greeting internal and external guests to the Human Resources department, administer company benefits programs, conducting enrollments, answering questions and troubleshooting problems.

Qualifications:

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

[Apply Here](#)

Source: Indeed

Office Coordinator (Buckhead)

BAKER DONELSON

3414 Peachtree Rd NE Suite 1500, Atlanta, GA 30326

Responsibilities include answering phones; greeting clients and other visitors; maintaining neatness of the lobby/reception area and conference center; scheduling conference rooms, including verification of technology and catering needs; daily client check deposit and issuing of needed operating account checks; assistance with maintaining client files, including indexing litigation files for hard copy files as well as online; create hyperlinks for case documents; type memoranda, correspondence and other documents as back-up to legal secretaries as needed; save documents into document management system; assist with other clerical duties as assigned; assist with special projects.

Qualifications:

- Office administrative experience (law firm experience preferred but not required).
- Must be proficient in Microsoft office, most specifically Word and Excel

[Apply Here](#)

Source: Indeed

Front Office Administrator (Buckhead)



155 West Paces Ferry Road NW, Atlanta, GA 30305

You answer questions, provide directions, and escort members and guests to various areas of the club, always providing excellent customer service. Sometimes there's a rush of activity all at once, and you remain calm as you serve each member efficiently and patiently. When you aren't interacting with members in person, you are helping them over the phone. Answering the Town Club's main phone line, you help members make reservations, answer questions, and screen and direct calls to the appropriate department or associate when necessary. In your downtime, you assist in the daily administrative workflow.

Qualifications:

- 2 years' experience as an Administrative Assistant or similar position
- Proficiency in Microsoft Office.
- Private club or luxury hotel experience a plus.

\$19 - \$22 an hour

[Apply Here](#)

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 11/9/25

CITY CARRIER ASSISTANT (Alpharetta)

\$20.73 an hour

USPS

[Apply Here](#)

Housekeeper (Sandy Springs)

\$15 an hour

Homewood Suites / 915 Crestline Parkway, Atlanta, GA 30328

[Apply Here](#)

Front of House PT (Brookhaven)

From \$13 an hour

Newk's / 305 Brookhaven Avenue, Atlanta, GA 30319

[Apply Here](#)

Dishwasher (Buckhead)

\$15 - \$16 an hour

Flik / Westminster School | 1424 West Paces Ferry Road NW, Atlanta, GA 30327

[Apply Here](#)

Car Wash Attendant (Chamblee)

Hennessy Collision / 5849 Peachtree Road, Atlanta, GA 30341

[Apply Here](#)

Shuttle Pick-up and Delivery Driver (Sandy Springs)

RBM / 7640 Roswell Road, Atlanta, GA 30350

[Apply Here](#)

Dishwasher (Buckhead)

\$17 - \$19 an hour

The Southern Gentleman / 3035 Peachtree Road, Atlanta, GA 30305

[Apply Here](#)

Groundskeeper (Dunwoody)

Perimeter Gardens / 100 Azalea Garden Drive, Dunwoody, GA 30338

[Apply Here](#)

Food Service, Housekeeping, & Other Now Hiring – Week of 11/9/25

Dishwasher (Buckhead)

\$14.50 an hour

Belmont Village / 5455 Glenridge Drive, Atlanta, GA 30342

[Apply Here](#)

Club Lounge Attendant (Buckhead)

\$16 an hour

The Westin Buckhead / 3391 Peachtree Road NE, Atlanta, GA 30326

[Apply Here](#)

Server (Buckhead)

\$16 - \$17 an hour

The Piedmont at Buckhead / 650 Phipps Boulevard NE, Atlanta, GA 30326

[Apply Here](#)