
Administration Assistant PT (Alpharetta)



4080 McGinnis Ferry Road, Alpharetta, GA 30005

Responsibilities:

- Managing front desk responsibilities, including greeting visitors and handling inquiries
- Performing data entry, filing, and maintaining organized records
- Scheduling appointments and calendar management for staff and clients
- Assisting with bookkeeping tasks using QuickBooks or similar software
- Providing customer support via phone, email, or in person
- Proofreading documents for accuracy and clarity before distribution
- Managing office supplies inventory and placing orders as needed
- Supporting office management tasks such as document preparation, correspondence, and report generation
- Coordinating meetings and preparing agendas or materials as required

Qualifications:

- Proven experience in an office environment with clerical or administrative duties
- Strong computer literacy including proficiency in Microsoft Office (Word, Excel and Outlook), and data entry skills
- Familiarity with QuickBooks, SurePayroll and bookkeeping is a plus

\$20 - \$25 an hour

[Apply Here](#)

Source: Indeed

Administrative Support Member (Brookhaven)



Primrose Schools®

3575 Durden Drive, Atlanta, GA 30319

Responsibilities:

- Report to Director and Franchise Owner
- Cultivating an environment committed to health and safety by providing classroom sweeps
- Learning all essential functions to ensure safety and security
- Social media posting, administrative paperwork, and filing
- Provide classroom and teacher bathroom breaks as needed.
- Assist Director, Assistant Director, and Franchise Owner with daily tasks.
- Assist in the kitchen as needed

Qualifications:

- Must have a clean driving record for bus pick ups in the afternoon.
- Previous experience is desired.

[Apply Here](#)

Source: Indeed

Front Office Assistant (Roswell)



2306 Macy Drive, Roswell, GA 30076

Responsibilities:

- Receives and distributes communications, collects and mails correspondence.
- Copies and stores important documents.
- Maintains inventory of office supplies and anticipates supply needs; ensures prompt ordering and receipt of supplies and prepares supplies for care staff pick up weekly.
- Provides office communications support by fielding calls, answering questions, forwarding messages, and confirming staff supply orders.
- Maintains office schedule by picking up and delivering items as needed.
- Updates job knowledge by participating in educational opportunities.

[No Qualifications Specified in Ad]

\$18 - \$20 an hour

[Apply Here](#)

Source: Indeed

Posted 11/23/2025

Administrative Receptionist (Alpharetta)



530 Winkler Drive, Alpharetta, GA 30004

Responsibilities:

- Greet and assist visitors in a professional manner
- Manage incoming calls and route them to the appropriate personnel
- Perform general clerical duties such as data entry, filing, and photocopying
- Assist with office tasks as needed
- Provide administrative support to staff as required

Qualifications:

- Proven experience as a receptionist, administrative assistant, or in a similar role
- Proficiency in Microsoft Word

[Apply Here](#)

Source: Indeed

Receptionist (Roswell)



Whitney Kennedy Ins Agcy Inc

570 Colonial Park Drive Suite 312, Roswell, GA 30075

Responsibilities:

- Greet clients warmly in person and over the phone, directing them to the appropriate team members.
- Manage appointment scheduling and office communications.
- Assist in handling incoming inquiries and maintaining customer records.
- Engage in sales conversations with prospective and existing clients, identifying opportunities to offer insurance solutions.
- Provide excellent customer service and follow up on client needs.
- Support the team with various administrative tasks and projects.

Qualifications:

- Previous experience in a receptionist or customer service role.
- Basic computer skills, including Microsoft Office and CRM systems.

\$45,000 - \$65,000 a year

[Apply Here](#)

Source: Indeed

Office Administrative Assistant (Alpharetta)



200 North Point Center East, Alpharetta, GA 30022

Responsibilities:

- Provide general administrative assistance to company leadership and teams.
- Coordinate with various departments to support smooth communication and daily office operations.
- Manage internal and client documentation, digital filing, and version control.
- Support scheduling, meeting coordination, and company communication updates.
- Assist in event planning and management for client meetings, company functions, or community events.
- Serve as backup to HR for onboarding coordination and employee engagement initiatives.
- Oversee general office organization, cleanliness, and maintenance coordination.
- Manage inventory and ordering for office supplies, kitchen supplies, and snacks.

Qualifications:

- Associate or bachelor's degree preferred.
- 1-3 years of experience in an administrative, office coordination, or similar role.
- Experience coordinating office supplies, facilities, or vendor relationships preferred.

[Apply Here](#)

Source: Employer Website

Restaurant Office Assistant (Dunwoody)



4671 Ashford Dunwoody Road, Dunwoody, GA 30338

Responsibilities:

- Answers each phone call in a friendly, upbeat and professional manner.
- Enthusiastically answers any questions regarding the Fogo experience.
- Opens cash register and maintains sufficient funds.
- Assists in processing all invoices through the inventory system and daily bank deposits.
- Coordinates paperwork to be sent to the corporate office.
- Maintains all of the restaurant filing and office/cashier supplies.
- Assists reservation requests for each guest.
- Complete any beginning or closing shift duties.

Qualifications:

- Must have experience with Microsoft Office and other software applications.
- Previous administrative experience preferred.

[Apply Here](#)

Source: Indeed

Administrative Coordinator (Buckhead)



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

Responsibilities:

- Administratively coordinate the setup of projects and assist with electronic delivery of the final product (and processes associated) to clients
- Assist project team members to keep workflow on track, with a focus on administratively managing project-related documentation by ensuring all necessary materials are current and properly filed
- Collaborate on assignment completion in a solution-oriented manner with high attention to detail
- Support the team's record retention and destruction process

Qualifications:

- Administrative experience in professional services firm/office setting is preferred
- Proficiency in producing and editing Microsoft Office documents; with an emphasis in Word and Excel

Monday – Friday, 8:00 a.m. to 5:00 p.m

[Apply Here](#)

Source: Indeed

HR Admin Specialist 1 (Sandy Springs)



1000 Johnson Ferry Parkway, Atlanta, GA 30342

Responsibilities:

- Greets persons entering Human Resources.
- Promptly answers the 2-line phone system.
- Provides information that is helpful and in line with the Department and the Organization.
- Directs persons to correct destination.
- Performs various Administrative/Clerical duties, such as:
- Handles and sorts mail including responding and resolving email requests.
- Manages Retention log for department files.
- Prep new hire, department files and change of status including other documents for scanning.
- Creates and updates ID replacement badges for employees.

Qualifications:

- One (1) year clerical/secretarial/customer service experience.
- Post high school education preferred
- Prior health care experience preferred

[Apply Here](#)

Source: Employer Website

Receptionist (Buckhead)



4669 Roswell Rd NE, Atlanta, GA 30342

Responsibilities:

- Greet and welcome parents, visitors, and staff in a friendly and professional manner. Manage incoming calls, providing information, and directing calls to the appropriate staff member.
- Manage office supplies, ensuring adequate stock levels and submitting purchase requests as needed. Assist in maintaining a tidy and organized reception area.
- Register and sign in visitors, ensuring compliance with security and safety protocols. Notify relevant staff members of visitor arrivals and coordinate escort services as needed.
- Ensure parents inquiries are answered, providing information on school programs, events, and procedures. Communicate with parents regarding student arrivals, departures, and any important announcements.
- Provide general administrative support, including photocopying, filing, and data entry. Assist in the preparation and distribution of school-related materials.
- Assist with the enrollment process by providing forms, explaining procedures, and collecting necessary documentation.
- Work collaboratively with the leadership team to ensure accurate student records.

[No Qualifications Specified in Ad]

[Apply Here](#)

Source: Employer Website

Office Services and Events Assistant (Buckhead)



3340 Peachtree Rd NE Suite 2900, Atlanta, GA 30326

Responsibilities:

- Performs copy and printing projects of requestors. Distributes to requesting recipients.
- Provides receptionist support during scheduled breaks and lunch hours; also supports reception station if the receptionist is on vacation or leave.
- Manages kitchen and office supply inventories; stocks supply rooms and refrigerators.
- Stocks photocopy machines with supplies; maintains relationship with office machine supply vendors, orders necessary supplies and calls in service when necessary.
- Opens and distributes all interoffice and external mail, including learning the basics of iManage to identify who/where items should be distributed to; works with local US Postal Service, UPS and FedEx to track mail and packages; and takes large registered mail filing projects to the US Postal Service as needed.
- Assists with set up and break down of conference rooms for meetings. This includes setting up office supplies and food items, when necessary.

Qualifications:

- Minimum two years of office experience; law firm experience preferred.

[Apply Here](#)

Source: Employer Website

Office Coordinator (Alpharetta)



1220 Old Alpharetta Road, Alpharetta, GA 30005

Responsibilities:

- You will perform assigned tasks related to specific functions that may include any combination of general clerical duties, tasks, or special projects as required or assigned (i.e. data entry, making copies, ordering office supplies, etc.).
- You will facilitate orientation for new employees.
- You will prepare billing.
- You will input data into front end systems.

Qualifications:

- Proficient in the use of computers, office equipment, and office software, including Google Suite and Office Suite.

[Apply Here](#)

Source: Indeed

Executive Assistant to the Academic Office (Sandy Springs)



6751 Roswell Rd NE, Atlanta, GA 30328

Responsibilities:

- Provides a warm and welcoming atmosphere for all students, teachers, parents, and guests.
- Maintains an unwavering commitment to the highest standards of confidentiality.
- Provides administrative support to the Academic office and is a primary contact for students, teachers, and parents.
- Coordinates classroom coverage through the use of both internal and external substitute teachers.
- Arranges meeting and conference logistics; researches and compiles information for reports and presentations and manages office preparation.
- Compiles data from a variety of sources to develop spreadsheets and run specialty reports. (Upon training, will be proficient with the Learning Management System (Blackbaud) utilized by the school.)
- Maintains the calendar for the Academic office.
- Represents the Academic and Principal's office in internal and external communications.
- Receives incoming calls, guests, and may review incoming correspondences to Principal and forward appropriately.
- Under the direction of the Principal, communicates with students, parents, and other school stakeholders on behalf of the Academic office.

Qualifications:

- Bachelor's degree preferred (business administration, organizational management, or other education-related field)
- Proficiency in Google Suite, Microsoft, Canva
- Relevant experience may be considered in lieu of college degree

[Apply Here](#)

Source: Indeed

Administrative Assistant (Alpharetta)



11575 Great Oaks Way, Alpharetta, GA, 30022

Responsibilities:

- Collaborate with local support staff, IT, Facilities and peers in other sites around the country.
- Coordinate and manage logistics for onsite and offsite meetings and events for claims department
- Process expense reports, reconcile credit card statements, and track expenditures
- Independently handle administrative assignments that require decision-making skills
- Create, edit, and proofread correspondence
- Maintain team distribution lists and staff listings
- Manage email correspondence and handle phone calls
- Coordinate visitor logistics and building access
- Administer programs, special projects, and processes as needed
- Collaborate with local Engagement Team on event coordination.

Qualifications:

- Min of 1 year experience in an administrative role or similar position (e.g., office coordinator, receptionist)
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with office management software (e.g., CRM systems, project management tools)

[Apply Here](#)

Source: Employer Website

Front Desk Coordinator PT (Dunwoody)



4512 Chamblee Dunwoody Road, Dunwoody, GA 30338

Responsibilities:

- Greeting and checking in clients and ensure all necessary forms are fill out.
- Call on sales lead immediately and update daily and follow up on ones can not be reached.
- Check missed phone call after lunch or through out day and call back.
- Check messages and reply from social media, email and chat
- Check out clients accurately and process payments without error and add consumed as needed.
- Review appointment books, look ahead and make notes, confirm, reschedule/booking appointments.
- Review to make sure no appointment is booked in wrong order and /services can't be combined together.
- Maximize appointment time by adjusting finish time as needed to open up for next appointment.
- Explain and upsell membership to client.
- Handle customer complaints/billing questions and escalate when necessary.
- Daily cleaning list of all common area such as restrooms, front desk area, hallway/kitchen/restroom floor, windows mirror, sofa, etc.

Qualifications:

- Experienced with customer service.

[Apply Here](#)

Source: Indeed

Front Desk Agent (Alpharetta)

Hilton

5775 Windward Parkway, Alpharetta, GA 30005

Responsibilities:

- Provide that critical first impression to our guests and have a natural passion for delivering exceptional service.
- Welcome and serve guests in person and over the phone everyday.
- Handle cash and credit card transactions

Qualifications:

- Comfortable using a computer

[Apply Here](#)

Source: Indeed

Administrative Assistant (Roswell)



North Fulton Hospital

3000 Hospital Blvd, Roswell, GA 30076

Responsibilities:

- Provides administrative support to ensure efficient daily operations of department
- Oversees office operations and ensures office activities comply with policies and procedures.
- Coordinates, attends, prepares materials for and/or takes minutes at meetings and special events.
- Prepares charts and graphs for reports and presentations. Reviews incoming correspondence and identifies items of special interest to management; handles routine correspondence and prepares appropriate responses Screens items that can be routinely handled and prepares appropriate responses.
- Organize and manage comprehensive schedules Prepare and revise documents including presentations, emails, reports, and agendas
- Assist with developing presentations and meeting materials Set up efficient systems to organize work flow including but not limited to filing, incoming and outgoing mail and correspondence, to-do lists and emails
- Prioritize and facilitate Leadership projects Maintains databases and spreadsheets; may also analyze data and design/generate associated reports
- Create and maintain spreadsheets for tracking various department data, information, requests and supplies. Compile financial, statistical data and reports as assigned.

Qualifications:

- Minimum 3 years directly related experience required
- Ability to type 60 WPM.
- Knowledge and skills using PC.

[Apply Here](#)

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 11/23/25

Dishwasher PT (Buckhead)

\$19 an hour

Lenbrook / 3747 Peachtree Road NE, Atlanta, GA 30319

[Apply Here](#)

Dishwasher (Alpharetta)

Arbor Terrace / 12200 Crabapple Road, Alpharetta, GA 30004

[Apply Here](#)

Automotive Valets, Porters (Chamblee)

Ed Voyles Acura / 5700 Peachtree Industrial Blvd, Chamblee, GA 30341

[Apply Here](#)

Dishwasher PT (Perimeter)

\$16 - \$17 an hour

Café Intermezzo / 4505 Ashford Dunwoody Road, Dunwoody, GA 30346

[Apply Here](#)

Groundskeeper (Alpharetta)

Juncture Apartments / 910 Deerfield Crossing Dr, Alpharetta, GA 30004

[Apply Here](#)

Line Cook (Brookhaven)

\$16 - \$19 an hour

PURE Taqueria / 3589 Durden Drive, Atlanta, GA 30319

[Apply Here](#)

Dishwasher (Perimeter)

\$15.00 - \$15.60 an hour

Ruscello / Perimeter Mall

[Apply Here](#)

Cashier (Chamblee)

Lowe's / 4950 Peachtree Industrial Blvd, Chamblee, GA 30341

[Apply Here](#)

Food Service, Housekeeping, & Other Now Hiring – Week of 11/23/25

Cashier (Alpharetta)

\$13 - \$15 an hour

Wingstop / 3000 Old Alabama Road, Alpharetta, GA 30022

[Apply Here](#)

Valet Driver (Roswell)

\$15 an hour

Cornerstone Parking | No. Fulton Hospital | 3000 Hospital Boulevard, Roswell, GA 30076

[Apply Here](#)

Hotel Housekeeping (Alpharetta)

\$15 an hour

SpringHill Suites / 12730 Deerfield Parkway, Alpharetta, GA 30004

[Apply Here](#)

Server PT (Alpharetta)

\$15 - \$16 an hour

Inspired Living at Alpharetta / 11450 Morris Rd, Alpharetta, GA 30005

[Apply Here](#)