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# Customer Service Specialist I



38 Hill Street, Roswell, GA 30075

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To perform internal/external customer support duties for an assigned department, division, or program, including receiving and responding to inquiries from the public, other City departments and outside agencies; to prepare routine clerical, administrative, and receptionist duties; and to perform other duties as assigned.

- Serve as the primary point of contact by engaging with customers across all communication channels including walk-in, phone, email, chat.
- Provide general information about City functions and services, and refer customers to appropriate staff when necessary while always ensuring prompt and courteous responses.
- Utilize premade scripts for various customer service topics to ensure consistency and accuracy in responses.
- Communicate solutions effectively, both verbally and in writing, while adhering to departmental operating policies and procedures.
- Receive and resolve customer inquiries, calls, emails, and support tickets using an online tracking system, ensuring timely and accurate resolution.

## Qualifications:

- High School Diploma or equivalent; College Degree preferred. Supplemented by two (2) years of experience, preferably in clerical support, customer service, or a related field; or any equivalent combination of education, training, and experience.

[Apply Here](#)

Source: Indeed

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# Digital File Clerk / Backup Receptionist (Sandy Springs)



5901 Peachtree Dunwoody Rd Suite A-310, Atlanta, GA 30328

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## **Responsibilities:**

- Create, organize, and maintain electronic files in accordance with established naming conventions and document retention policies.
- Scan, upload, and categorize incoming documents into the firm's digital filing system.
- Regularly audit digital folders to ensure files are complete, current, and correctly labeled.
- Protect the confidentiality and integrity of sensitive client and employee information.
- Assist in converting paper files into digital formats when necessary.
- Support department heads with locating and retrieving electronic documents upon request.
- Provide front-desk coverage during breaks, lunches, or absences of the primary receptionist.
- Assist with general clerical duties such as data entry, scanning, and document formatting.

## **Qualifications:**

- High school diploma or equivalent; associate degree preferred.
- 1-2 years of administrative or clerical experience in a professional office setting.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and document management systems.

\$18 - \$20 an hour

[Apply Here](#)

Source: Indeed

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# Receptionist (Dunwoody)



2151 Peachford Road, 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.
- Maintain a safe and secure lobby area.

## **Qualifications:**

- High school diploma or GED
- Previous hospital switchboard experience is preferred

[Apply Here](#)

Source: Employer Website

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# Front Desk Receptionist PT (Roswell)



1133 Woodstock Road, Roswell, GA 30075

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## **Responsibilities:**

- Greet and assist clients and visitors in a professional manner.
- Manage multi-line phone systems, directing calls appropriately and taking messages when necessary.
- Perform data entry tasks, ensuring accurate record-keeping and filing of documents.
- Schedule appointments and manage calendars for staff members.
- Handle clerical duties such as proofreading documents, filing paperwork, and maintaining office organization.
- Provide customer support by addressing inquiries and resolving issues promptly.
- Maintain a clean and welcoming front desk area.
- Assist with office management tasks to ensure smooth daily operations.

## **Qualifications:**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace. Zenoti scheduling a MUST
- Strong computer literacy with experience in data entry and filing systems.
- Previous experience as a dental or medical receptionist is advantageous but not required.

From \$15 an hour

[Apply Here](#)

Source: Indeed

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# Front Desk Agent (Buckhead)



3434 Peachtree Road NE, Atlanta, GA 30326

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## Responsibilities:

- Greet customers immediately with a friendly and sincere welcome. Use a positive and clear speaking voice, listen to and understand requests, respond with appropriate action and provide accurate information such as outlet hours and local attractions.
- Complete the registration process by inputting and retrieving information from a computer system, confirming pertinent information including number of guests and room rate. Promote HEI Hotels and Resorts and brand marketing programs. Make appropriate selection of rooms based on guest needs. •Code electronic keys. Non-verbally confirm the room number and rate. Provide welcome folders containing room keys, certificates, coupons, and refreshment center keys as appropriate.
- Verify and imprint credit cards for authorization using electronic acceptance methods. Handle cash, make change and balance an assigned house bank. •Accept and record vouchers, traveler's checks, and other forms of payment. Convert foreign currency at current posted rates. Post charges to guest rooms and house accounts using the computer.
- Promptly answer the telephone using positive and clear communication. Input messages into the computer. Retrieve messages and communicate the content to the guest. Retrieve mail, small packages and facsimiles for customers as requested.

## Qualifications:

- Hotel experience preferred.
- Considerable skill in the use of a calculator to prepare moderately complex mathematical calculations without error.

[Apply Here](#)

Source: Indeed

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# Administrative Assistant (Brookhaven)



57 Executive Park S Suite 160, Atlanta, GA 30329

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## **Responsibilities:**

- Responds to incoming telephone calls.
- Maintains calendars and prioritizes meeting requests for management.
- Reviews incoming correspondence and identifies items of special interest to management; handles routine correspondence and prepares appropriate responses.
- May complete forms, and/or correspondence associated with programs.
- Prepares charts and graphs for reports and presentations.
- Creates and edits scientific, programmatic or other reports associated with department's primary business.
- Schedules meetings and handles logistics for meetings and special events.
- Prepares materials for meetings and special events.
- Initiates, processes, and maintains records and invoices.
- Keeps management apprised of account status, identifies cost-effective solutions and may authorize expenditures.
- May monitor or maintain budgets and grants, assist with budget development, and prepare related expense reports and reimbursements.
- Plans and coordinates travel arrangements.

## **Qualifications:**

- Bachelors degree or equivalency of a high school diploma and five years of administrative experience.
- Proficiency with Microsoft Office including Outlook, PowerPoint, and Excel.
- Preferred experience with collaborations tools (OneDrive, Zoom, Teams, Compass, Emory Express and/or others).

[Apply Here](#)

Source: Employer Website

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# Support Center Assistant (Brookhaven)



1575 NE Expressway NE, Brookhaven, GA 30329

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Provides administrative, logistical, and customer support to Human Resources and The Support Center Atrium and Conference Center.

- Schedules/approves all bookable conference space in the Conference Center.
- Communicates conference room request status clearly and in a timely fashion to internal and external customers.
- Makes best effort to resolve room request conflicts and offer suggestions for alternate meeting locations/options.
- Owns reservation request process and system.
- Runs administrator reports and participates in efforts to improve Conference Center processes, space usage, and policies based on data.
- Provides onsite support for internal and external facilitators and presenters.
- Greets and directs Conference Center customers/visitors and answers questions.
- Directs questions about catering and audio/video equipment to appropriate contacts.
- Ensures Conference Center schedule, rooms, amenities, equipment, and supplies are operational and available, and troubleshoots audio/video issues when needed.
- Manages all areas of the Atrium and Support I lobby, including organization and presentation.

## Qualifications:

- Strong administrative skills including typing 45 words per minute, Microsoft Outlook, and proficient in utilizing Microsoft Suite tools
- 2 years of experience in an administrative role preferred
- Post-secondary education preferred

[Apply Here](#)

Source: Indeed

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# Administrative Support Staff (Brookhaven)



3575 Durden Drive, Atlanta, GA 30319

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## **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.
- Ability to assist in kitchen as needed

## **Qualifications:**

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

\$19 - \$20 an hour

[Apply Here](#)

Source: Indeed



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# Branch Operations Assistant PT (Alpharetta)



555 North Point Center E #500, Alpharetta, GA 30022

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## **Responsibilities:**

- Greet and direct incoming clients, visitors and business associates in a helpful, professional and pleasant manner.
- Answer inquiries from clients, prospective clients, and business associates; provides clients with quotes and current balances.
- Assist the Social Media strategy for Financial Advisor(s)/team, including LinkedIn, FA Website, Twitter, etc.
- Maintain FA/team website with frequent content posting. Prepare and present content ideas to marketing lead.
- Seek ways to enhance FA(s) business effectiveness and marketability.
- Maintain Client Relationship Management (CRM) system for Financial Advisor(s), as well as leverage the platform to manage the client relationship through mailings, reporting, e-mail tracking, and more, with the goal of implementing well-defined client service models.
- Plan, coordinate and arrange for vendor luncheons, client meetings, etc. Set up conference calls.
- Sort, process and route incoming and outgoing mail.

## **Qualifications:**

- High school diploma required. Associates or Bachelor's degree preferred.
- 1+ years previous customer service or administrative experience; preferably in the financial services industry.
- Proficient in Microsoft Office suite (Word, Excel, PowerPoint)

30 hours a week

[Apply Here](#)

Source: Employer Website

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# Front Desk / Admin (Chamblee)



2198 Dresden Drive, Atlanta, GA 30341

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## **Responsibilities:**

- Answer telephones in a professional and courteous manner and forward to appropriate personnel
- Coordinate appointments and assist in managing schedules and conference call; arrange meetings and other materials; reserve and prepare facilities.
- Distribute Incoming mail/ensure outgoing mail pick-up
- Validate waiting list per Assistant Manager's direction
- Ensure all Incidents/Tenants complaints are delivered to Assistant Manager
- Greet prospective residents and vendors
- Register all visitors and guests and obtain a valid photo ID before allowing access to the property
- Up-date resident information on Bulletin Boards
- Report all criminal activities in or around the property to police
- Monitor front entrance of building to deter loitering
- Order office supplies as needed

## **Qualifications:**

- High school education
- Lease and/or customer service experience (preferred)

\$29,000 - \$31,000 a year

[Apply Here](#)

Source: Employer Website

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# Overnight Receptionist PT (Alpharetta)



11950 Alpharetta Highway, Alpharetta, GA 30009

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## **Responsibilities:**

- Provides a positive first impression to all who enter the Community
- Answers and screens all incoming telephone calls in a courteous and professional manner, routing calls and taking messages as appropriate
- Greets all visitors in a friendly, courteous, and professional manner
- Screens and requires visitors to "sign in" at reception desk
- Notifies Residents and Administration of visitors
- Instructs Resident's visitor according to Resident's instructions
- Receives and processes incoming mail or packages as needed

## **Qualifications:**

- High School Diploma or GED Required
- Two (2) years of related experience preferred
- Must have word-processing and clerical skills

[Apply Here](#)

Source: Indeed

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# Customer Service & Operations Coordinator (Sandy Springs)



333 Sandy Springs Cir , STE 207, Sandy Springs, GA 30328

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You'll be the first point of contact for customers, managing leads from platforms like Angi's List, Thumbtack, Networx, Facebook, Yelp, and more. You'll keep our CRM up to date, help improve office systems, coordinate with techs in the field, and make sure every lead is handled quickly and professionally.

[No Qualifications Specified in Ad]

[Apply Here](#)

Source: Indeed

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# Concierge PT (Sandy Springs)



25 Glenlake Pkwy NE, Sandy Springs, GA 30328

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## **Responsibilities:**

- Greet and assist Residents and visitors in a polished and professional manner
- Manage the front desk sign-in and sign-out process for visitors and vendors.
- Handle and direct incoming phone calls.
- Inform Residents or staff of the arrival of guests, packages, and deliveries.
- Accommodate Residents' requests for assistance - referring to other staff as necessary.

## **Qualifications:**

- High school diploma or equivalent (GED)
- CPR Certified
- At least 1 year of related work experience

[Apply Here](#)

Source: Indeed

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# Salon Coordinator (Sandy Springs)



8540 Roswell Road, Sandy Springs, GA 30350

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## Qualifications:

- High School Diploma/ GED
- New and Experienced Salon Coordinators are welcome

Expected hours: 20 – 40 per week

[Apply Here](#)

Source: Indeed

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# Receptionist (Sandy Springs)



8205 Dunwoody Place, Atlanta, GA 30350

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The Receptionist provides reception and conference center coverage as well as other administrative duties assigned.

## **Qualifications:**

- A minimum of 2 years' experience in an office environment.
- Proficiency with Windows-based software and Microsoft Office Suite required.
- Previous experience in a personal injury law firm or law firm environment a plus, but not required.
- History of job stability of having worked one job at least 3 years.

8:30 a.m. to 5:00 p.m.

[Apply Here](#)

Source: Employer Website

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# Evening Receptionist (Roswell)

PORSCHE

Hennessy Porsche North Atlanta  
990 Mansell Road, Roswell, GA 30076

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## Responsibilities:

- Answer incoming calls in a courteous and professional manner.
- Direct calls to the appropriate department or person.
- Take accurate messages when the appropriate employee is unavailable.
- Greet customers as they enter the dealership showroom and direct them to the appropriate department or person.
- Provide administrative support to the sales and service teams as needed.

## Qualifications:

- Previous customer service or administrative experience in a high volume environment.

Weekdays 11-7pm; Rotating Saturdays 9-6pm

[Apply Here](#)

Source: Indeed



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# Food Service, Housekeeping, & Other Now Hiring – Week of 10/26/25

## **CITY CARRIER ASSISTANT (Roswell)**

**\$20.73 an hour**

USPS / 8920 Eves Road, Roswell, GA 30076

[Apply Here](#)

## **Breakfast Attendant PT (Alpharetta)**

**\$14 - \$15 an hour**

Hyatt / 7500 North Point Parkway, Alpharetta, GA 30022

[Apply Here](#)

## **Evening Cashier/Server PT (Brookhaven)**

**\$13.00 - \$14.50 an hour**

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

[Apply Here](#)

## **Houseperson PT (Alpharetta)**

**\$16.50 - \$17.50 an hour**

Embassy Suites / 5955 North Point Parkway, Alpharetta, GA 30022

[Apply Here](#)

## **Server (Dunwoody)**

**\$15 - \$17 an hour**

Dunwoody Country Club / 1600 Dunwoody Club Dr, Atlanta, GA 30350

[Apply Here](#)

## **Cashier/Customer Service PT (Chamblee)**

**\$15 - \$20 an hour**

Gu's Kitchen / 4897 Buford Hwy NE #104, Chamblee, GA 30341

[Apply Here](#)

## **Housekeeper (Brookhaven)**

**\$14 - \$16 an hour**

Dunwoody Place / 1460 South Johnson Ferry Road NE, Atlanta, GA 30319

[Apply Here](#)

## **Porter (Alpharetta)**

**\$18 - \$20 an hour**

North Point Volvo / 1570 Mansell Road, Alpharetta, GA 30009

[Apply Here](#)

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# Food Service, Housekeeping, & Other Now Hiring – Week of 10/26/25

## **Housekeeping Aide Pt (Brookhaven)**

**\$15 - \$16 an hour**

Parkside at Budd Terrace / 1833 Clifton Rd N E, Atlanta, GA 30329

[Apply Here](#)

## **Box Office Attendant PT (Roswell)**

Movie Tavern Roswell / 4651 Woodstock Road, Roswell, GA 30075

[Apply Here](#)

## **House Car Driver (Buckhead)**

Waldorf Astoria / 3342 Peachtree Road, NE, Atlanta, GA 30326

[Apply Here](#)

## **FOOD SERVICE UTILITY (Alpharetta)**

**\$17 - \$18 an hour**

FISD / 3035 Fanfare Way, Alpharetta, GA 30009

[Apply Here](#)

## **Crew Member PT (Dunwoody)**

**\$15 - \$20 an hour**

Moe's / 5562 Chamblee Dunwoody Road, Atlanta, GA 30338

[Apply Here](#)