



CLERICAL/SECRETARIAL

Job Locations:

HR Block

1745 Hwy 138 Space C-8
Conyers, GA 30013

Job description:

Must have experience as a clerical/secretarial worker - able to multi-task and prioritize in a fast paced office - flexible work hours mandatory - great telephone voice - pleasant voice - team player - dress code strictly enforced - light cleaning duties. Bi-lingual a plus.

Seasonal employment - January to April 15 - tax season

The CSP is responsible for welcoming clients, identifying and addressing the client's needs and maintaining a pleasant and business-like atmosphere and attitude. The CSP will clients in person or via phone and will use company systems to schedule and confirm appointments, check in clients using client matching software and effectively manage clients.

Receives payments and balances cash register

Job requirements

- * Applicants must have at least a High school diploma or equivalent
- * A criminal background check will be required on applicants

Job details

- * Business Services

Job salary and benefits

- * Salary range \$8.00 - \$10.00 Hourly
- * Normal working days: weekdays and weekends
- * Normal work shifts: Varies
- * The hours for this role are Part-time, Temporary
- * Hourly "Non-exempt" position

HOW TO APPLY

Email resume to Earnestine.Clay@tax.hrblock.com

Call for an appointment (770) 483-9360