

Description – Front Desk / Reception

Join us in our mission to “Take the Stress out of Taxes” by providing expert client services to our clients and employees. You will be using Drake Software, outlook and standard office equipment. Our team of tax experts is growing, so once you apply to one role, we’ve got you covered. We will review your experience and consider your skill set for all open opportunities on the team.

Job Content/Scope:

- Answering and transferring phone calls to the appropriate team member
- Assisting the office administrator with small tasks
- Faxing and scanning documents for client files
- Assist with scheduling clients and our team members

Qualifications

- Proficient with technology; solid knowledge of computer operations and software (outlook, excel, word)
- Strong client service skills - ability to interact with clients through email and audio tools in a way that is professional, friendly and reassuring
- Excellent verbal and written communication skills
- Ability to work in a fast paced environment with minimal supervision
- Critical thinking, problem solving, and determination
- Bilingual (English/Spanish) communication skills (written & spoken) a plus

Wages

- \$12 per hour and negotiable pending experience.