

# Bilingual Receptionist

## Corning

**Part-time / Seasonal Position**

**January 2019 – April 2019**



**Wage:** \$11.00 - \$13.00 per hour DOE

**Days:** Wednesday, Thursday, Saturday

**Hours:** 9:00am – 6:00pm

*\*Days and hours are subject to change. More hours and days for the month of February*

H&R Block, the world's leader in tax preparation services, is seeking talented, customer focused Receptionists to join our tax office teams. These are seasonal positions, where you will work a flexible, varied schedule between the months of January and April. If you do well, there are opportunities to work in subsequent seasons and also opportunities for advancement!

### **About H&R Block**

The H&R Block purpose is simple. To provide help and inspire confidence in our clients and communities everywhere. We've been true to that purpose since the beginning when brothers Henry and Richard Bloch founded the company in 1955. Since that time, we've grown to have more than 12,000 company-owned and franchise retail locations around the world.

People are often surprised when they begin working at H&R Block. Our company is forward thinking and innovative. Our leadership is accessible. Our associates are welcoming and bring unique and diverse perspectives. We believe we are better together. We are also curious, creative and determined to be the best we can be. Now that is something to feel great about!

### **About the position**

- Greet clients in a personalized, friendly, and inviting manner
- Match clients with the best-suited tax professional for their needs
- Schedule clients how they would like to be scheduled
- Handle client exits by ensuring all current and future needs are met
- Maintain office cleanliness and organization of resources with team members
- Other duties as assigned

### **What you will bring to the team:**

- High School Diploma or equivalent
- Experience working in a fast-paced environment
- Previous experience in a customer service environment

### **It would be even better if you also had:**

- Sales and/or marketing experience
- Ability to multi-task
- Strong organizational and time-management skills
- Knowledge of cash registration operations is helpful
- Knowledge and experience with a Windows based computer system preferred

**To Apply:** Email a completed standard application and resume to Ronda at [Ronda.Haywood@hrblock.com](mailto:Ronda.Haywood@hrblock.com)

1 Based on annual revenues for sales of tax preparation products and services.

H&R Block is an equal opportunity employer.

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