



Full Time and Part Time Seasonal Receptionists * H&R Block in Liberty and Monticello, NY

Overview: H & R Block is seeking Full-Time and Part-time Seasonal Receptionists in Liberty and Monticello.

The Receptionist is responsible to Answer phones and greet clients. Match clients with best suited tax professional for their needs. Schedule appointments and answer questions for clients.

Requirements:

High School Diploma

H&R Block Tax Course

Major skills needed to perform job;

Must be able to multi-task

Good Communication Skills

Computer Savvy

Good Attitude and Smile

Customer Service

Shift and Salary: These are seasonal Full-time and Part-time positions, \$16-17 hourly

To apply contact Kim Miyoshi by email at kim.miyoshi@tax.hrblock.com or by phone at 845-562-0980.