

# Receptionist

## Job Description

Fast paced tax office located in the Westchase area near Westheimer and Beltway 8.

Serves visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival; maintains security and telecommunications system.

We are searching for a professional Receptionist to manage a front desk. This person will be responsible for answering phones, scheduling appointments, filing, operating copy and fax machine. Handling multiple assignments under firm deadlines, excellent telecommunication skills, minimum technical requirements include Microsoft Office, and Internet Explorer.

We would prefer someone that has worked in a tax office or has tax experience. Candidate will be working with confidential and security sensitive information


Candidates must pass a drug screen and background check.

[Due to the nature of employer's business, company policy requires that candidates having criminal background or convictions will not be considered for employment.]

**\*\*\*Must be able to work Saturday during tax season.\*\*\***

### Minimum Experience and Education:

High School Diploma/GED – Associates

<b>Supervisory Experience Required:</b>	No		
<b>Minimum Pay:</b>	---	<b>Maximum Pay:</b>	---
<b>Additional Pay Details:</b>	---		
<b>Workweek:</b>	Full Time - 30 hours or more per week	<b>Duration:</b>	Temp OR Temp to Hire
<b>Shift:</b>	Days (First)		
<b>Additional Workweek Details:</b>	---		
<b>Benefits:</b>	---		
 <b>Veterans Only:</b>	No	<b>Recovery Act Job:</b>	No
<b>Federal Contractor:</b>	No	<b>Green Job:</b>	No

### Additional Requirements

<b>Basic Computer Skills:</b>	EEmail Software, Internet Browser (Internet Explorer, Firefox, etc), Peripheral Devices (Scanners, Printers, etc), Personal Computers
<b>Specific Computer Skills:</b>	Minimun technical requirements include Microsoft Office and Internet Explorer
<b>Language:</b>	English; Fluency - Excellent