



## Tax Season 24 Client Service Professional\_(Receptionist)

### What you'll do...

You'll be an integral part of showcasing our passion and pride and delivering on our purpose—to provide help and inspire confidence in our clients and communities everywhere.

Joining H&R Block as a seasonal **Receptionist** means you'll relentlessly focus on how to wow clients now, and in the future. You'll need the ability to work a flexible schedule in multiple, fast-paced locations during the tax season from January to April.

This seasonal position provides the freedom, flexibility, and extra earnings you'll need to embrace what makes your life uniquely yours. After successfully working this tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement.

### Day to day, you'll...

- Answer phones and 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 clients as they exit, 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...

- Experience working in a fast-paced environment.
- Previous experience in a customer service environment.

### It would be even better if you also had...

- High school diploma or equivalent
- Sales and/or marketing experience
- Ability to multi-task
- Strong organizational and time-management skills
- Point of sale experience
- Knowledge and experience with a Windows based computer system

Being here has its benefits. Our benefit offerings can help you plan for the health, well-being and financial wellness needs for you and your family. At Block, seasonal associate benefits include:

- Medical coverage
- Retirement savings plans
- Tax prep benefit

- Other perks are flexible hours, collaborative teams and much more!

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

H&R Block's purpose is simple: To provide help and inspire confidence in our clients and communities everywhere. We've been true to that purpose since brothers Henry and Richard Bloch founded our company in 1955. Since then, we've grown to have approximately 12,000 offices throughout the United States and around the world.

We are a people company first and a tax company second. People who join H&R Block say it feels like being part of something bigger. A place with an amazing and storied history, but with a strong and urgent focus on the future. Maybe it's how determined, forward thinking, and innovative we are, or how accessible our leadership is. We believe it's all those things, and much more.

H&R Block is committed to diversity and inclusion and is proud to be an equal opportunity employer. We consider qualified applicants regardless of race, color, religion, creed, gender, national origin, age, disability, veteran status, marital status, sex, gender expression or identity, sexual orientation, citizenship, or any other legally protected class. All qualified applicants are welcomed and encouraged to apply.