

HELP WANTED

Receptionist/Admin Assistant
Seasonal Part Time
17 to 20 HRS A WEEK

Tax office looking for interested applicants:

Duties Include: Filing
Telephone Answering
Receiving Clients
Verification of data recorded by others

Skills Required: Neat, clean orderly approach to work
Attention to detail – accuracy
Computer literate
Pleasant telephone voice and personality
Hard worker – Good work ethic and attitude

Some Prior work experience preferred. We will train the right person.

Please contact Janice Driscoll, EA at 510-818-0462