

Job Opening Form



COMPANY NAME	Tax Services Plus		
ADDRESS	230 E State Route 89A	CITY	Cottonwood
JOB TITLE	Receptionist (part-time)		
SALARY			
OPENING DATE	10-05-2021	CLOSING DATE	02-1-2022
JOB DESCRIPTION			
<p>This business has several locations which include Prescott Valley, Prescott and Cottonwood Arizona. Duties and responsibilities are, but not limited to, being a team player who will be responsible to answer phones and direct calls accordingly. Greet potential clients with a friendly and professional demeanor. Schedule appointments. File and maintain records. Work closely with other employees to provide administrative support. Knowledge of computer functions required. Operate office equipment such as credit card and fax machines. We offer flexible days and hours. Wages depend on experience. Must be able to pass a background check.</p>			
MINIMUM QUALIFICATIONS			
HOW TO APPLY			
IN-PERSON:	in person M-F 9am - 3pm call for appt 928-639-1155		
FAX:	Fax resume to 928-634-9904		
E-MAIL:	Email resume to riceaccountingjacksonhewitt@yahoo.com		
VIA MAIL:	230 E State Route 89A, Cottonwood AZ 86326		