

Company Name:. H&R Block

Company Location:. 135 S Atlantic St, Dillon, MT 59725

Company

website:. <https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.hrblock.com%2F&data=05%7C02%7Cumwcareers%40umwestern.edu%7C0df7fb3b328d4742061608dc2656cb12%7C3e920b1e03264e41b5b6582f32590252%7C0%7C0%7C638427401442578531%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQljoiv2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=u%2BTQJdW7pT%2BRPJL%2FP90GBK%2BiaoNxVAQCFVfk6%2F53G4%3D&reserved=0>

Contact info: (406) 548-3196

Job Type:. Part-Time/ Internship

Job Title:. Office Assistant/Clerk

Job Description.

We are looking for a reliable Office Assistant who is willing to help the company operate day-to-day as a part-time Office Assistant. The working hours are 15 to 20hrs weekly and the compensation \$400 per week.

Duties and Responsibilities Include;

- \* Answering phone calls and taking messages; Scheduling meetings and managing calendars.
- \* Sending and receiving mail.
- \* Order office supplies.

Requirements:

- \* You will be working Remotely, and independently most days.
- \* Strong organizational and multitasking skills with attention to detail.
- \* Excellent communication, analytical, and problem-solving skills.
- \* Ability to work independently and collaboratively in a team environment.

Interested candidates should forward his/her résumé and cover letter to:  
(marycurts@consultant.com)

Regards,

Mary Curts

Human Resources

Email: marycurts@consultant.com