

C & V Income Tax Services

https://www.cvtax.ca/?post_type=jobs&p=1843

Client Coordinator

Description

Job Summary

Energetic individual wanted for a multi faceted role in a fast paced income tax firm in London, Ontario. We are currently offering a seasonal contract that has the potential of leading to a year round position based on performance. We are an award winning family run company with deep community involvement and social responsibility. We make a difference one tax return at time!

We are looking to add to our diversely talented team. Our ideal candidate has a positive attitude and can easily work independently, as well as a part of our epic team! Our enthusiasm for what we do is contagious!

Job Type / Category

Our office completes personal tax returns, non-corporate self employed business and HST returns, rental properties as well as estate and trust returns. We also provide bookkeeping and payroll services. We work various shifts with full time or part time hours available to eager candidates.

Responsibilities

What you'll be doing:

- Assisting clients by triaging requests and determining which service(s) they require.
- Assist clients with signing in to our tracking system.
- Take payment for services and distribute documents to the clients.
- Assemble tax returns and contact clients with pick up instructions.
- Assisting with document management including, filing and distributing.
- Performing light office cleaning as required (including disinfecting).

Qualifications

Required Education, Skills and Qualifications

What we require:

- High school Diploma. (Post-secondary education is an asset.)
- Minimum of one (1) year of experience in a professional services firm as the initial point of contact.
- Expertise Google Suite as well as other business software programs.

What you'll need to succeed:

Hiring organization

C&V Income Tax Services

Industry

Client Coordinator

Job Location

London ON (On Site)

Base Salary

\$ 19.60 per hour - \$ 22.36 per hour

Date posted

January 12, 2022

- Ability to exercise tact, courtesy and diplomacy with a positive attitude.
- Excellent oral and written communication skills.
- Ability to establish priorities and meet deadlines when faced with multiple/competing tasks.

Customer Service experience is an asset

Job Benefits

Contract length: 4 months with possibility of year round position

Expected Start Date: 2024-01-20

Job Types: Full-time, Part-time, Contract

Salary: \$19.60 – \$22.36 per hour based on experience.

Schedule:

- Day shifts
- Evening shifts
- Weekends
- Overtime available but not mandatory.

Contacts

C & V Income Tax Services is proud to provide this unique career opportunity that provides continuous learning, opportunity for growth, and a competitive compensation package within an environment that is committed to inclusion and respects diversity.

We are an equal opportunity employer. We welcome people of any age, culture, subculture, gender identity or expression, sexual orientation, nationality, ethnicity, race, size, mental or physical status, veteran status, religion, language, political opinion, working-style preference, family status, education, and socio-economic status. The C & V Income Tax Services core values of Integrity and Mutual Respect welcomes everyone, at work and in the community.

Accommodation for Applicants with disabilities will be made during the recruitment process when requested. We are committed to providing a positive candidate experience and ensuring timely updates are provided to all candidates.