



Assist Financial Group, LLC.

Contact: Flora Appelfeller

Phone: 513-825-6847 (office)

513-931-7600 (fax)

E-Mail: EmpowerAmerica@fuse.net

NOW HIRING:

Position: Clerical Support – 20-25 hours per week

Job Description:

This person will provide clerical support to business consultants, greet new and existing clients and lead a variety of other task in a professional energetic environment. Additional responsibilities include (but not limited to):

- Answering phones
- Coordinating schedules for business consultants
- Bookkeeping (prepare Excel spreadsheets)
- Sales tracking
- Preparing monthly billing;
- Transportation of materials to clients
- Letter writing
- Other duties as assigned

This person will report directly to a Business Consultant and will have the opportunity for growth and advancement.

Number of Part-Time Positions Available:(3) Three – (1) at each location

Locations (One for Each Needed):

- 2815 Highland Avenue - Clifton
- 7812 Hamilton Avenue – Mt. Healthy
- TBD – Cincinnati-Dayton Road – West Chester

Compensation: \$7.50 hour plus Commission

Requirements:

- Maintains Confidentiality
- Computer Literate
- Excellent Communication Skills – Written, Verbal & Listening
- People-Oriented
- Organizational Skills
- Self-Motivated
- Detail-Oriented
- Team Player
- Able to multi-task
- Problem Solver



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NOW HIRING:

Position: Business Consultant – 20-25 hours per week

Job Description: (Will Train)

This person will provide business consulting services to individuals and business clients and lead in various special projects in a professional and energetic environment. Additional responsibilities include (but not limited to):

- Tax Preparation
- Conducting Seminars and Presentations
- Proposal Writing (Business & Marketing Plans)
- Meeting with Clients on a monthly basis
- Preparing Financial Statements
- Mentoring & Educating Business Owners on various topics
- Research
- Generating Contracts
- Supervising Clerical Employees
- Handling other customer requests as requested or assigned

This person will report directly to a District Managers and will have the opportunity for growth and advancement.

Number of Part-Time Positions Available:(3) Three – (1) at each location

Locations (One for Each Needed):

- 2815 Highland Avenue - Clifton
- 7812 Hamilton Avenue – Mt. Healthy
- TBD – Cincinnati-Dayton Road – West Chester

Compensation: \$9.25 hour plus Commission & Bonus

Requirements:

- Tax Preparation Experience (Not Required – Will Train)
- Computer Literate
- Excellent Communication Skills – Written, Verbal & Listening
- People-Oriented
- Organizational Skills
- Self-Motivated
- Detail-Oriented
- Team Player
- Able to multi-task
- Problem Solver
- Willing To Learn

