

# JOB POSTING



<b>Job Title:</b>	<b>Client Care Assistant/Errand Runner</b>	<b>Job Category:</b>	Errand/Field
<b>Department/Group:</b>	Errand/Field	<b>Job Code/ Req#:</b>	CCA0721
<b>Location:</b>	Dallas	<b>Travel Required:</b>	WITHIN DFW
<b>Level/Salary Range:</b>	\$13.00 - \$15.00/hr	<b>Position Type:</b>	p/t - contractor
<b>HR Contact:</b>	Toni Duncan	<b>Date posted:</b>	July 07, 2021
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	
<b>External posting URL:</b>	n/a		
<b>Internal posting URL:</b>	n/a		
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> 866-469-1424 or <a href="mailto:recruiting@tbconciierge.com">recruiting@tbconciierge.com</a> Subject Line: Client Care Assistant <b>Attention:</b> Recruiting Job Code: CCA00721		<b>MAIL:</b> n/a	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>A Client Care Assistant/Errand Runner should possess great customer service skills, be engaging and have great attention for details. The CCA is the first face the clients see's when fulfilling their request. The CCA should have a clean and professional appearance, be dependable and punctual.</p> <p>The main responsibilities of a Client Care Assistant are but not limited to: grocery shopping, delivery of confidential packages, waiting for repairmen, cable installation, waiting for furniture delivery, performing move-out inspections, delivering food, cakes, taking clients car for service, cleaning and fueling.</p> <p>The CCA should have reliable transportation, be available Mon-Fri during normal business hours.</p> <p>A Client Care Assistant should be very eager to learn, hardworking, very organized, outgoing, friendly, and easy to work with, self-motivated, and should be savvy with technology. A Client Care Assistant must also have the ability to work effectively with a range of clients personalities and be flexible</p> <p><b>Qualifications and Education Requirements</b></p> <p>GED, High School Diploma Required</p>			



**ADDITIONAL NOTE**

**MUST HAVE RELIABLE TRANSPORTATION, BE ABLE TO BE BONDED AND GOOD DRIVING RECORD WITH AUTO INSURANCE AND PASS CRIMINAL BACKGROUND CHECK.**

**MUST HAVE ACCESS TO A COMPUTER, INTERNET**

**COMPANY BENEFITS:**

**DIRECT DEPOSIT, COMPANY PHONE, BONUS FOR ATTENDANCE AND SCHEDULE ADHERENCE**

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	