

FOR MORE INFORMATION:

**Thomas Nitzsche** | 404-490-2227 |Thomas.Nitzsche@ClearPointCCS.org

**1-877-877-1995 |** [**www.ClearPointCCS.org**](http://www.ClearPointCCS.org)

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**BBB & ClearPoint Credit Counseling Solutions Issue Warning for Job Seekers**

(September 16, 2014) BBB Serving Metro Atlanta, Athens & Northeast Georgia has been notified by ClearPoint Credit Counseling Solutions that scammers are placing fake online job advertisements for positions with their organization. ClearPoint is a national nonprofit BBB-accredited business with A+ rating and a 50-year legacy.

ClearPoint has confirmed that fake online job postings were placed on Craigslist. Acting immediately, ClearPoint has filed complaints with the Internet Crime Complaint Center, the FTC and Craigslist. In written correspondence to our office, a representative from ClearPoint stated that this phishing scam was of particular concern, as the perpetrators request credit card numbers from job applicants, a practice never used by ClearPoint.

ClearPoint has also issued the following warning on its [website:](http://www.clearpointccs.org/about-us/careers/) \*Note: The Better Business Bureau and ClearPoint Credit Counseling Solutions have recently had their business names falsely represented in online job postings by scammers. Please use caution when looking for jobs online.

One of the fake postings may be viewed by [clicking here](http://lasvegas.craigslist.org/acc/4638704333.html).

**BBB offers the following tips to avoid being taken by this or similar employment scams:**

* Exercise Caution. When using social networking sites like Facebook and online employment sites such as Craigslist, be sure to check the actual Web site of the company posting the position to verify it actually exists. If you don’t see it on their site, chances are it’s a scam.
* Guard Your Resume. Some job seekers have uploaded their resume online but remember to make sure you only upload it for a legitimate purpose and company. Resumes often contain personal information, ripe for identity theft thieves.
* Do not give too much information until you are hired. Jobseekers should become suspicious if asked for certain personal information on a job application. Never give out Social Security or bank account numbers over the phone, internet or e-mail.
* Start with Trust. Many scams use names that are similar to reputable companies to trick job seekers. BBB recommends that job seekers check out the company first at [bbb.org](http://www.upstateny.bbb.org/) and to apply through the actual company site whenever possible.

The scam solicitation is copied below. For further information, contact Thomas Nitzsche, Media Relations, ClearPoint Credit Counseling Solutions, 404-490-2227, [thomas.nitzsche@clearpointccs.org](file:///D%3A%5CUsers%5Ctnitzsche%5CAppData%5CLocal%5CTemp%5Cthomas.nitzsche%40clearpointccs.org)

**Office Admin Assistant (Las Vegas)**

compensation: **Depending on Experience and Qualifications**

ClearPoint provides free budget, debt and housing advice to cash-strapped consumers. Our certified credit counselors work with our clients one on one, creating personalized financial action plans.

Position Description:
This position provides general administrative support to the company. Responsible for confidential information and time sensitive material.

$15.75/hr
8:30

Essential Job Functions:

 Answers phones and directs calls accordingly.

 Checks voice mail messages throughout the day and distributes accordingly.

 Files, copies, faxes, and distributes documents as required.

 Handles all incoming and outgoing processing and delivering of mail and packages.

 Orders and organizes office supplies and maintains inventory.

 Orders catering for office meetings when needed.

 Greets visitors warmly and professionally; signs in visitors to office.

The ideal candidate will have a high school diploma or equivalent along with a passion for customer service and creating a great first impression. Prior experience as a receptionist, customer service and/or bookkeeping is a plus.

* Principals only. Recruiters, please don't contact this job poster.
* do NOT contact us with unsolicited services or offers

post id: 4638704333

ClearPoint Credit Counseling Solutions is a nonprofit organization that helps consumers build long-term economic security by providing a full range of solutions-focused financial education, counseling, coaching and advisory services for low- to moderate-income individuals and families. ClearPoint is a member of the National Foundation for Credit Counseling (NFCC), a system-wide accredited business with the Council on Better Business Bureaus, and a Housing and Urban Development (HUD)-approved housing counseling agency. Free appointments at the HCFE may be scheduled by calling 877.705.3167. For more about ClearPoint, visit [www.ClearPointCCS.org](http://www.ClearPointCCS.org).