



5135 Camino Al Norte Suite 100  
North Las Vegas NV, 89031  
Phone (702) 362-0318 – Fax (702) 331-4188  
www.performance-cam.com

*PROFESSIONAL MANAGEMENT – PERSONAL SERVICE*

## **JOIN OUR TEAM**

Performance CAM is seeking a **Receptionist** to join our team.

About Performance CAM: We are a locally owned management firm located in North Las Vegas. We have been serving Las Vegas HOA's since 2009. Come be a part of something exciting, challenging and where being you; makes a difference!

### Requirements:

- NV Driver's License
- Reliable transportation
- Proven work experience as a Receptionist, Front Office Representative or similar role
- Experience with Multiline Phone System
- Experience with VMS (Village Management Software) preferred
- Proficient in Microsoft Office (Word, Excel and Outlook)
- Professional attitude and appearance

### Job Responsibilities:

- Greet and welcome guests as they arrive at office and direct visitors to the appropriate person
- Answer, screen and forward incoming phone calls
- Receive, sort and distribute daily mail/faxes
- Enter/update resident information and other data
- Ensure front lobby is tidy and presentable

### Hours:

- This is a full time hourly position, Monday through Thursday, 7am to 6pm

### Benefits:

- Medical/Vision/Dental
- Paid Time Off

Please email resumes to Dustin Marshall at [dustin@pcam.vegas](mailto:dustin@pcam.vegas)