

Griswold Real Estate Management is seeking an administrative assistant to assist the Community Manager with some accounting duties.

Qualified candidates will have:

- Working knowledge of NRS 116 and industry practices;
- Excellent time management skills;
- Excellent written and verbal communication skills;
- Ability to work independently;
- Organized multitasker;
- Able to build rapport ;
- Deliver excellent customer service.

Some but not all of the job duties:

1. Accounts Receivable Duties
 - a. Post and deposit owners' checks and misc. payments
 - b. Process delinquencies for mailing up to and including certified mail and coordinating with the collection agency
2. General Office Duties
 - a. Violation Letters
 - i. Prepare letters
 1. From complaints (with pics.)
 2. Inspections (with pics.)
 - ii. Review with the manager for signature and mail
 - b. Inspections of all properties for general condition and violations on properties
 - c. Work orders
 - i. Requesting bids with RFPs when necessary
 - ii. Reported problems
 - iii. Scheduled maintenance item
 - d. Action list report maintained for any upcoming or open projects on the properties (with the manager)
 - e. Prepare Newsletters and Notices as required
 - f. Assist and/or prepare mailings as necessary
 - g. Maintain a good relationship with vendors and solicit new vendors as necessary.
 - h. Prepare resale packages as necessary
 - i. Prepare and send welcome packages as necessary
3. Other duties as assigned

Interested candidates should contact Phillip Michaelson at pmichaelson@griswoldremgmt.com or 702-434-5890.