

Job Title

Administrative Assistant

Job Description

If you want to join a dynamic, talented, and successful team, come join the Associa Nevada South team in Las Vegas, NV as an Administrative Assistant. We're five-year-in-a-row recipients of the prestigious Great Place to Work® certification, which recognizes companies with high-trust, high-performance workplaces.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive owner, tenant, and vendor communications by telephone, e-mail, regular mail and fax; and respond accordingly. Handle complaints/general calls, if possible, without manager assistance.
- Process and follow-through with work orders.
- Organize, maintain and update HOA information sheets for each association
- Process Architectural applications from receipt to completion.
- Provide documentation for and assist in finalization of board packages.
- Type minutes from regular and annual meetings. Perform tasks from Action Lists.
- Process violation letters and hearing letters
- Coordinate annual meeting/election mail outs. Process and mail required documentation and ballots for annual elections or special balloting. Provide managers with the annual election folder, containing all copies and forms required.
- Send out new Board Member packages.
- Set up files for new associations.
- Coordinate budget and audit mail outs.
- Prepare Newsletters, notices and flyers when required.
- Make copies and send faxes, as needed.
- Do a high volume of scanning.
- Perform all mail room duties needed for daily mailing.
- Backup for Receptionist during receptionist's meal breaks and when absent from the office.
- Assist with other jobs and other duties as necessary.

Location

Las Vegas, NV

Requirements

KNOWLEDGE AND SKILLS

- Two years experience in a customer service capacity or any combination of education and experience.
- Ability to research problems, prepare written recommendations and compose correspondence.
- Ability to type 60 wpm and prepare reports using MS Office, including Windows, Word, Excel and Outlook.
- Knowledge of proper operation of modern office equipment.
- Ability to understand, read, and write English.
- Ability to communicate effectively with others in English and to understand and follow oral and written directions.

EDUCATION AND EXPERIENCE

- High School diploma or GED.
- At least one year closely related experience.

Company Description

With more than 180 branch offices across North America, Associa delivers unsurpassed management and lifestyle services to nearly five million residents worldwide. Our 10,000+ team members lead the industry with unrivaled education, expertise and trailblazing innovation. For more than 40 years, Associa has provided solutions designed to help communities achieve their vision. To learn more, visit www.associaonline.com.

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