



## Front Desk Receptionist

We are seeking a full-time receptionist with excellent people skills, exceptional telephone etiquette and a professional demeanor. A strong candidate is reliable, patient, friendly and self-motivated. Candidate should be capable of multi-tasking, including warmly welcoming all guests, answering and transferring multiple telephone lines, receiving deliveries, sending and receiving faxes, organizing incoming mail for distribution and assisting office staff with general clerical work. Candidates must strive to produce first-class customer service. Experience in front desk / reception is a plus, but not a requirement.

### About the Company

Nevada Community Management (NEVCM) has been managing Homeowners Associations (HOAs) in Nevada for over 20 years. We have three offices located in Las Vegas valley with a staff of nearly 50 dedicated employees. NEVCM strives to offer the finest customer service with the broadest knowledge base in the industry. NEVCM currently managed nearly 200 HOAs and 30,000 homes throughout Nevada. Opportunity for growth.

**Salary:** \$15.00-\$17.00 per hour

**Benefits:** Medical insurance (50% paid by Company)  
Dental & Vision insurance  
Paid vacation, paid sick leave and paid holidays  
401K

**Hours:** Monday-Friday, 9:00a-5:00p

### Duties:

- The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, correspondence, requisition of supplies, and additional duties as assigned
- Promptly and professionally answer all incoming calls/inquiries, screen and direct appropriately
- Provide homeowners with requested information
- Greet and assist walk-in homeowners, vendors, and board members
- Process incoming mail
- Tidy and maintain the reception area
- Scan and file homeowner documents in a timely manner
- Scan invoices to Strongroom for the Accounts Payable Department
- Responsible for training new hires for phone coverage
- Help create receptionist training manual

**Requirements:**

- Must be able to multi-task and work well with team members
- Strong, efficient communication
- Strong prioritization skills and a sense of urgency
- Problem solving skills
- Detail-oriented with strong organizational skills
- Upbeat, positive attitude
- Must be able to provide the highest level of customer service, especially during adversity
- Receive and respond to homeowners in a timely manner
- Must be reliable
- Experienced with VMS preferred, but not required
- Proficient in Microsoft Word, Excel, and Outlook

Please email your resume to Lynne Pisan at [lynne@nevcm.com](mailto:lynne@nevcm.com)