

**CCMC currently has a full time Front Office Coordinator position open at Red Rock Country Club Homeowners Association in Las Vegas, Nevada.**

Soaring mountain peaks and breathtaking views make the Red Rock planned community one of Las Vegas most prestigious addresses. Red Rock Country Club consists of 1,117 luxury and custom homes on the magnificent vistas of the inviting fairways in a 24/7 guard gated community. Enjoy majestic views of the Red Rock Mountains, the glitter of the Las Vegas strip and views of Summerlin's finest golf courses and Country Club. A variety of architectural designs with private courtyards, gourmet kitchens, spectacular pools and lush landscape define luxury living in Red Rock Country Club.

This is a non-exempt position that reports to the Community Manager with direct oversight by the Assistant Community Manager. This position is responsible for:

- Answering the phones, responding to resident inquiries/providing information to callers and visitors to the association office.
- Routing the calls accordingly to appropriate personnel.
- Performing Community clerical duties.
- Providing administrative support to all other team members and assists in the management of supplies and organization of the association office.

**Essential Duties include:**

- Initiates set up of new owners and tenants in the system and ensures data is up to date communicating with the corporate office as needed.
- Issues resident decals and transponders for vehicles.
- Assists Assistant Community Manager in preparing and distributing various meeting booklets (Board meetings and Committee meetings).
- Processes various forms of citations and letters utilizing Smartwebs.
- Maintains membership files/database and association files; maintains association website and homeowner portal, Record Retention Policy and State law. Files accurately and in a timely manner.
- Assists in the coordination of mailings, annual elections budget, rule changes, and other notices. Folds, stuffs and posts correspondence. Posts receipts for weekly packet to CCMC. Mails welcome packet to new residents.
- Maintains adequate supply of forms including but not limited to: new homeowner packets, architectural forms, traffic and safety forms, etc.

**Other Duties include:**

- Assists with Annual Meeting, Annual Election and other community activities as required.
- Performs other duties as assigned.

The ideal candidate will have strong communication skills and excellent people skills. Must have the ability to establish and maintain good working relationships with Board, staff, residents, volunteers.

Office hours are Monday through Friday from 8 a.m. to 5 p.m. and candidates must be available to attend the occasional weekend community event.

There ARE opportunities for advancement within Red Rock Country Club and CCMC.

Must have High School diploma, 2+ years' experience in a community association management setting and possess a Valid Nevada driver's license.

This community is a dream to work for. If you are interested, please email Elyssa Rammos at [erammos@ccmnet.com](mailto:erammos@ccmnet.com).

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