

CCMC is looking for a full-time Resident Services Coordinator position at Cadence in Henderson, NV!

The Resident Services Coordinator reports to the Community Manager. The Resident Services Coordinator is responsible for the clerical administration for the Cadence Residential Community Master Association. Position is tasked with managing the front desk and seeing to the need of all visitors, callers, and general email and request inboxes.

The Resident Services Coordinator will answer incoming calls, emails and greet all persons arriving at the office, provide relevant information and direct requests or deliver accurate message appropriately; accept Association payments, process checks for immediate posting and assist membership with payment options/methods; operate and maintain office equipment to include printers, fax, copier, scanner, telephone and online services; prepare all outgoing mail or packages & use scales/ postage meters to affix postage, maintain sufficient postage; open, date stamp, log in, and appropriately disseminate all incoming mail and deliveries; update and maintain electronic lot files and other community documents; maintain a variety of association forms including welcome information; inventory, maintain and order office supplies; ensure appropriate Homeowner Files, Documents and Accounting files are processed and stored for proper retention online or hard copy, as appropriate; participate in community events and meetings; prepare and distribute periodic reports as assigned; contribute articles and pertinent information to the quarterly newsletter; track expenses for financial statement accruals; perform community lot audit; process Master Association Access Cards on a daily basis; process website login requests on a daily basis; review community concerns from residents through website app and disseminate appropriately.

The ideal candidate will have experience in homeowner association operations preferred; communicate effectively both orally and in writing. Must have excellent telephone manner, with a commitment to the highest customer service possible; be highly organized and efficient in work ethic. Multi-tasker and self-starter; computer literate with knowledge of Microsoft programs, and other PC-based software; must be flexible and have a stable means of transportation; exercise independent judgment in carrying out instructions.

Cadence, a 2,200 acre planned community, invites you to discover a fuller and richer active life rooted in values of community, family and friendship. A place where the best of yesterday and today will make a better community for tomorrow, and years to come. Cadence is distinctive by the diverse experiences it will provide: enhanced by diverse architecture, beautiful vistas, tree-lined streets, extensive connected walking and bike paths, parks and open spaces, and its proximity to the necessities that compliment everyday life.

All prospective employees must pass a pre-employment drug screen and background check.

If you are interested, please submit your resume to Larry Hartman at lhartman@ccmcnet.com.