



Administrative/Customer Service Assistant

North Las Vegas, NV

Thoroughbred Management is a family owned Las Vegas Valley based Homeowner Association (HOA) Management Company who has proudly served its clients for over 20 years.

We take pride in being a controlled growth company that specializes in single family home HOAs and only brings on new clients when we are prepared to successfully grow.

Thoroughbred Management has over 22 years of experience in Association Management and service on Association Board of Directors. This experience provides a management concept that offers a view from both the board member and the professionally trained manager.

A primary goal of Thoroughbred Management is to assist in improving your community by developing a team concept with established roles in a personable and professional manner.

We are looking for a stellar Administrative/Customer Service Assistant to join our team. If you are ready to work for a company that values its employees, this is a great opportunity for you.

Desired Skills and Experience:

- Minimum 1-2 years working in an Administrative/Professional Office environment
- High Proficiency in MS Office--MS Word, Excel and Outlook
- Working knowledge of VMS--Village Management Software (or similar) a plus
- Professional Customer Service Phone Skills (will be taking calls from homeowners, vendors, banks, realtors, etc.)
- Works well independently and has ability to multi-task projects
- Must have a team oriented attitude
- Enjoys working in a fast-paced environment

HOURS:

This is a full-time (Mon-Fri days) hourly, non-exempt position.

SALARY:

DOE with benefits eligibility

BENEFITS:

Medical/Vision/Dental, 401K with Company Match, PTO

Please submit your resume and salary requirements to Kerri Robertson at kerrir@tmlv.com

Principals only. Recruiters please don't contact this job poster. Do not contact us with unsolicited services or offers