



California-Nevada-Arizona

Are You an HOA Assistant Manager looking for a change?

The Ballot Box, a top provider of independent inspector of election services, is looking for a ROCKSTAR Election Administrator for our Las Vegas/Henderson location. If you are a self-starter who loves detailed work, can type 50 or more words per minute and understands the nuances of HOA's and how they work, we would love to speak with you. This position will be heavy administrative work and so a high proficiency in writing and composition are needed, along with the use of Microsoft products (Word, Excel and Outlook) will be key. A great phone presence will be a big plus.

1. Current or active CAM License- NOT REQUIRED.
2. Location is in a Henderson/Las Vegas office for training, then some days from home once trained.
3. Full time.
4. Proficient in MS Word and MS Excel with good editing, composition skills.
5. Pleasant and professional phone skills.
6. Paid hourly, paid vacations and holidays. Non-exempt.
7. This position will also be an executive assistant to the CEO, in addition to serving clients
8. \$17/hour to start

Go to <http://www.ballotboxservices.com/join-our-team/> and let us know your interest in joining our team.