



**Position:** Administrative/Customer Service Assistant (Full time)  
**Department:** Northern Nevada Developer and Portfolio  
**Location:** Reno Office

Complete Association Management Company has been a leader in the industry for over twenty-five years and our success is attributed to our unwavering commitment to our Clients, our Team Members and our Community. If you would like to join a professional organization and make a difference, please read about our exciting opportunity!

Our team members enjoy competitive pay, comprehensive benefits, exceptional training and support, education and advancement opportunities.

Applicants shall possess:

- Industry experience preferred
- Proficiency in MS Office; Word, Excel and Outlook
- Working knowledge of Village Management Software (VMS), SmartWebs and TownSquare, or similar software a plus
- Professional customer service skills when interacting with clients and co-workers
- Ability to multi task and achieve performance metrics
- Valid driver license, transportation and vehicle insurance
- Enjoy a collaborative, fun environment

Position specifications:

- Full-time (Mon-Fri) hourly, non-exempt position
- Salary DOE with benefits upon eligibility
- Benefits offered include Medical/Dental/Vision, PTO, 11 Observed Holidays

Interested applicants please submit resume and salary requirements or request a full job description: [Resumes@camconeveda.com](mailto:Resumes@camconeveda.com)

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