PERFORMANCE CAM, LLC
Community Association Management
5135 Camino Al Norte Suite 100
North Las Vegas NV, 89031
Phone (702) 362-0318 – Fax (702) 331-4188
www.performance-cam.com

PROFESSIONAL MANAGEMENT – PERSONAL SERVICE

JOIN OUR TEAM

Performance CAM is seeking a **Receptionist** to join our team.

About Performance CAM: We are a locally owned management firm located in North Las Vegas. We have been serving Las Vegas HOA's since 2009. Come be a part of something exciting, challenging and where being you; makes a difference!

Requirements:

- NV Driver's License
- Reliable transportation
- Proven work experience as a Receptionist, Front Office Representative or similar role
- Experience with Nortel/Norstar Phone System
- Experience with VMS (Village Management Software) preferred
- Proficient in MS Word, Excel and Outlook
- Professional attitude and appearance

Job Responsibilities:

- Greet and welcome guests as they arrive at office and direct visitors to the appropriate person
- Answer, screen and forward incoming phone calls
- Receive, sort and distribute daily mail/faxes
- Enter/update resident information and other data
- Ensure front lobby is tidy and presentable

Hours:

- This is a full time hourly position, Monday through Friday 8am to 5pm

Benefits:

- Medical/Vision/Dental
- Paid Time Off

Please email resumes to Dustin Marshall at dustin@pcam.vegas