



Real Properties Management Group, Inc.
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Real Properties Management Group, Inc., a premier, boutique well established HOA management company is seeking an Administrative Assistant or Provisional CAM (looking to be placed in an Administrative Assistant position at this time) in our Las Vegas office. Must have strong communication skills, good work ethic and ability to multitask. Must be able to type at a high rate of speed and have knowledge of all Microsoft Office programs. Prior HOA management and VMS software experience a plus, but not required. Very competitive pay and benefits. Will pay for education after introductory probationary period if candidate does not have their Provisional CAM license and is interested in obtaining it. Please email your resume to Lroberts@rpmginc.com if interested in joining a GREAT team!
