



# CORNERSTONE

COMMUNITY ASSOCIATION MANAGEMENT, INC.

## **Administrative Assistant**

### **Job Description**

Cornerstone Management is seeking an Administrative Assistant who will be responsible for providing administrative support to ensure efficient operations. This position will support managers and employees through a variety of tasks related to community management, property management, light bookkeeping and general office administration. Provisional Managers are welcome to apply.

### **Responsibilities:**

- Data entry
- Report Generation
- Maintain and update accurate records and other files
- Enter information into monthly reports on a daily basis
- Assist with Customer Service functions as needed
- Answer incoming calls as needed
- Greet customers as needed
- Meeting/event coordination and set up
- Other duties as assigned

### **Talent Requirements:**

- High School diploma required
- Reliable Attendance
- Good References at Previous Employer
- Ability to multi-task
- Excellent organizational skills
- Basic Mathematical Skills
- Ability to learn new computer programs quickly
- Attention to detail
- Ability to operate multi-line telephone
- Customer service skills
- Ability to work independently and follow directions
- Ability to communicate effectively on all levels
- Professional appearance and demeanor
- General knowledge of windows-based computer operating systems
- Proficient with Microsoft Office Applications (Word, Excel, Outlook, Publisher)
- Ability to read, write and speak English
- Maintain confidentiality
- Desire to learn more and grow professionally

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Cornerstone Management is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, physical or mental disability, veteran or military status, genetic information or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. The information collected by this application is solely to determine suitability for employment, verify identity and maintain employment statistics on applicants.

Where permissible under applicable state and local law, applicants may be subject to a pre-employment drug test and background check after receiving a conditional offer of employment.

Start Date: Immediately

Salary Range: TBD

Benefits: Employee healthcare, dental, vision, paid time off, & retirement benefits after 90 days and vesting.

Please send resume to Darius at

[dariuss@cornerstonecam.com](mailto:dariuss@cornerstonecam.com) or fax to 702-435-0745