



Email: nvmassagebd@state.nv.us
Website: <http://massagetherapy.nv.gov>

**Nevada State Board
of Massage Therapists**
1755 E. Plumb Lane Suite 252
Reno, NV 89502
Reno Phone (775) 687-9955
Las Vegas Phone (702) 486-2212
Fax (775) 786-4264

Executive Assistant (Unclassified)

Location: Reno

Salary Range: \$31,000 to \$46,000

Roles and Responsibilities

- Perform complex administrative functions with minimal supervision.
- Answer calls and provide assistance to the public.
- Greet and assist visitors.
- Oversee administrative policies within the office; recommend changes as appropriate.
- Open, sort, and distribute correspondence, including email, faxes, and mail.
- Read and analyze submissions, letters, agendas, memos and determine significance; route to the appropriate personnel in a timely and efficient manner.
- Prepare reports, collect and analyze information; prepare files for Board Meetings.
- Record Board Meeting discussions and provide minutes for public view.
- Ensure operation of office equipment, order maintenance when necessary. Troubleshoot malfunction of office equipment.
- Data analysis; Proficient in MS Word, Excel, Outlook. Perform filtering and sorting of data.

Minimum Qualifications

- High School Diploma and 4+ years of administrative experience
- Associates degree or administrative certification preferred
- Intermediate computer skills in Microsoft Word, Excel and PowerPoint
- Intermediate skills in QuickBooks
- Excellent written and verbal communication skills with strong interpersonal skills and professional demeanor
- Strong attention to detail/accuracy
- Excellent organization skills
- Ability to maintain confidentiality
- Professional receptionist skills
- Ability to work in a fast paced environment
- Flexibility and ability to work in a team setting
- Problem solving ability

Preferred Qualifications

- Experience in Accounting primarily Accounts Receivable
- 1 year experience in Human Resources
- Supervisory experience

Email your resume to: locooper@lmt.nv.gov.

No phone calls please