

JOB OPPORTUNITY
Nevada State Contractors Board
Receptionist / Customer Service Representative
Las Vegas, Nevada

Receptionist / Customer Service Position

The Nevada State Contractors Board is seeking a full-time receptionist / Customer Service Representative and requests all interested and qualified person to apply. The position reports to the Licensing Supervisor in Las Vegas, Nevada.

The successful candidate will possess excellent communication, customer service, data entry and record keeping skills, experience working in an office environment, ability to meet customer expectations in a positive and professional manner, and possess the ability to multi-task in a fast-paced environment.

Duties and Responsibilities

- Answer incoming calls and responds to requests for information.
- Assist customers concerning a variety of issues related to licensing and enforcement matters.
- Process incoming and outgoing mail.
- Prepare cash receipts for funds received.
- Perform data entry and record keeping tasks.
- Scan applications and documents into assigned document storage system.
- Willing to perform all other duties as assign.

Education and Experience

Graduation from high school or equivalent education and one to two years of related experience in a professional office environment.

Skills and Abilities

- Ability to effectively deal with all types of customers.
- Clearly communicate, both orally and in writing.
- Effectively operate a multi-line telephone system.
- Attention to accuracy and detail-oriented.
- Process and organize documents.
- Ability to process documents into a content document platform.
- Be well-organized and attentive to detail.
- Have the ability to successfully multi-task.
- Demonstrate proficiency in Microsoft Word, Excel, using a desktop computer, scanner and Outlook.

Salary and Benefits

Starting annual salary is between \$33,420 - \$50,130; to be determined based on experience. Benefit package includes Medical, Dental, Vision, Long Term Disability, 401 and 457 pension plans. The Board is a quasi-State agency and employees are not participants in the Nevada P.E.R.S. retirement program.

Interested persons may submit their resume to recruit4@nscb.state.nv.us