

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

Receptionist 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 Henderson, Nevada.

The successful candidate will possess excellent communication and customer service 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

- Answers incoming calls and responds to requests for information.
- Provides assistance to customer concerning a variety of issues related to licensing and enforcement matters.
- Processes incoming and outgoing mail.
- Prepare cash receipts for funds received.
- Perform data entry and record keeping tasks.
- 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.
- Be well-organized and attentive to detail.
- Demonstrate proficiency in Microsoft Word and Excel.

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