

## Desert HOA Management Inc

7477 W. Lake Mead Blvd., Ste 114

Las Vegas, NV 89128

702-396-6042

Desert HOA Management has been managing communities for almost 20 years in the Las Vegas valley. Our success is attributed to our commitment to the communities we manage. In order to keep our commitment, we need skilled and dedicated licensed Community Association Managers. We provide a comfortable environment to work in and provide the support needed to ensure our managers are successful. Our managers enjoy competitive pay; medical, dental and vision benefits; all federal holidays off along with paid time off. This is a full-time position.

Applicants must have:

- Valid Nevada Community Manager License.
- Knowledge of NRS 116 and NAC 116.
- Proficiency in MS Office, Word, Excel and Outlook.
- Knowledge of QuickBooks is helpful, but will train.
- Ability to manage several communities.
- Great verbal skills.
- Valid driver's license and insurance, and reliable transportation.
- Bi-lingual a plus.

Please send resume to [scott@deserthoa.com](mailto:scott@deserthoa.com)