

Nevada State Board of Dental Examiners



6010 S. Rainbow Blvd., Bldg. A, Ste.1 • Las Vegas, NV 89118 • (702) 486-7044 • (800) DDS-EXAM • Fax (702) 486-7046

Classified Position Announcement

Nevada State Board of Dental Examiners

Position Title: Receptionist

Position Status: Full-time

Salary: Salary Range: \$9-\$11 per hour

Location: Las Vegas. Travel may be required.

Position Summary/Scope of Work: The Nevada State Board of Dental Examiners is seeking a highly-organized, self-motivated receptionist to provide office support with a variety of clerical activities and related tasks. The duties will include:

- Greet and welcome visitors
- Maintain visitor log
- Answer, assist and direct incoming callers
- Monitor office main email account, provide written correspondences when necessary or refer to appropriate staff
- Respond to regularly occurring requests for information
- Process, sort and deliver incoming/outgoing mail
- Oversee mail deliveries, packages and couriers
- Operate office equipment including fax, copier, printer, scanner and binding machines
- Digitize/scan documents
- General filing
- Provide general staff support
- Other duties as assigned

Minimum Education & Licenses Required: High school diploma or equivalent.

Preferred Experience: Applicants preferably have a minimum of two (2) years of experience in a professional office setting as a receptionist/administrative assistant.

Skills Required:

Type at least 45wpm

Strong telephone skills and experience with multi-line phone system

Ability to maintain discretion and confidential information

Computer literate with a working knowledge of Microsoft Word, Excel and Outlook

Exceptional verbal and written communication skills

Professional attitude and appearance

Excellent organizational skills

Ability to multi-task and handle the needs of heavy volume visitors and callers simultaneously in a calm, professional manner

Note: This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties. Interested applicants must submit their cover letter, application (available at www.dental.nv.gov) and a list of professional references to:

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Fax: (702) 486-7046

Email: nsbde@nsbde.nv.gov