

Professional Community Management of CA, Inc. (PCM) is seeking a **Full-Time Receptionist** to join our growing team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Receives and routes all incoming calls. Acts as the initial contact point for walk-in clients, contractors and vendors.
- Receives initial reports of maintenance deficiencies and other homeowner requests for landscape, roof repairs, and maintenance requests on common areas. Facilitates Work Order processing from computer entry to completion. Routes Work Orders to buildings and Grounds Chairpersons and/or to appropriate contractor for completion.
- Answers escrow inquiries. Greets new owners and facilitates all necessary information/forms for entry into the homeowner system. Makes sure new owners have all documents.
- Receives all incoming mail, date stamps and routes it. Dispatches in-house mail through part time in-house mail delivery employee.
- Performs general secretarial and office support duties including correspondence, copy work, reports and memoranda as assigned by the General Manager.
- Assists in preparation and tracking of annual meeting proxies, ballots and special ballot mail-outs. Registers receipt of all proxies and ballots. Issues and records duplicate ballots and proxies.
- Orders office supplies, maintains Work Room and Kitchen. Schedules meetings and keeps conference room calendar.
- Responsible for organization and maintenance of Association files. Maintenance of on property data base for resident and property information.
- Responsible for updating and maintaining website.
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**NON-ESSENTIAL RESPONSIBILITIES:**

- Assist with other jobs and other duties as necessary.

**QUALIFICATIONS:**

- Computer literate / Windows 98
- Access/ WordPerfect 6.1/ Word 97
- Typing - 65 wpm
- Customer service / public relations

We offer an excellent working environment, competitive compensation, and great benefits.

For full-time employees, our benefits include: medical, dental, life insurance, 401(k), paid holiday, vacation and sick leave.

Principals only, no third-party vendors

Professional Community Management is an Equal Opportunity Employer