INTERNSHIP OPPORTUNITY

Posting ID: 1060116

Company: Marksman Security Corp.  
Company Website: http://www.marksmansecurity.com/

Job Title: Front Office Coordinator  
Work Location: Henderson, NV

Position Type: Internship  
Salary: N/A

College Major(s): Construction Management, Computer Science & Entertainment Engineering  
College Level(s): Undergrads

OVERVIEW

For more than a decade, Marksman Security Corporation has been providing distinguished security services to a wide variety of residential and commercial clients. What separates Marksman from other security providers is our unparalleled customer service, client-customized programs, and superior operational support. Our clientele enjoy the benefit of our comprehensive experience without sacrificing quality or customization.

Roles and Responsibilities

Provides initial customer service to the office guests and staff. Performs various clerical tasks related to completion of employees paperwork which may include, sensitive information, paycheck resolutions, scanning sensitive documents and other at the discretion of management. Responsible for answering and routing of all incoming phone calls, multitasking as well as performing various clerical tasks for the management team.

Performs data entry and research tasks as assigned by upper management.

Education and Qualifications

- Positive energy, productive focus
- Excellent verbal communication skills and phone skills required
- Ability to communicate clearly and concisely, including in writing and email
- Excellent attention to detail
- MS Office proficiency a plus
- Able to learn quickly, work independently and be self-directed
- Able to balance multiple priorities and meet deadlines
- Able to handle confidential and sensitive information
- Willingness to commit to success of the company

Preferred Skills

- Competitive, Results - Driven Work Style
- Leadership Experience
- Independently Motivated
- Exceptional Communication Skills
- Ability to keep up (and have fun) in a Dynamic, Fast-Paced Environment
How to Apply
Please send resumes to lasvegas@marksmansecurity.com for consideration.