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## NEVADA HOBBY CLUB INC

4000 S. Maryland Ave. Ste 100  
Las Vegas, NV 89121  
Tel: (702) 835-8888

10/20/2024 10:00 AM

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Respects the importance of strong confidentiality  
Self-initiative and ability to work independently  
Able to cooperatively work with diverse groups of students and staff  
Understanding of general administrative processes and procedures  
Understanding of Microsoft Office Productivity Suite  
Understanding of basic computer operations and office equipment  
Demonstrates efficient keyboard and data entry accuracy and speed

**Workload Summary:**

*(Special physical requirements necessary for performance of the job)*

Work is normally performed in a general office setting