

Job Openings

The Las Vegas Paiute Tribe

Updated: As of October 6, 2025

Law Enforcement

Police Officer

Graveyard Part-Time Dispatcher

Smoke Shop

Cash-room Clerk

Cashier

Cashier Supervisor

Administration

Accounts Payable Clerk

Receptionist/Front Desk

Snow Mountain Smoke Shop

Cashier

Health & Human Services

Medical Assistant

Receptionist/Front Desk

Receptionist/Front Desk

Las Vegas, NV

\$20.00 Per Hour DOE

Full-time, Monday – Friday, 8:00am – 5:00pm

The Las Vegas Paiute Tribe is currently seeking an outgoing, friendly and professional receptionist for the Tribal Administration Building. The candidate we are seeking should be confident, have excellent customer service skills and a desire to help all visitors. They should possess a willingness to learn and grow, as joining our team means being part of a very community-oriented company that thrives on culture and building relationships.

Job Responsibilities:

Greeting visitors and employees with a professional and courteous manner

Answering multi-line phone system and re-directing calls to appropriate departments

Handling mail and deliveries, including sorting and distributing

Maintaining office equipment, including ordering supplies and distributing

Assisting with administrative tasks such as mailings, data entry, filing, preparing documents and managing courier's schedule

Providing administrative support to other departments

Scheduling and maintaining the rental of company buildings and areas

Managing the day-to-day office functions and holiday decorating

Processing utility bills and invoices and sending them to the Accounting Dept.

Updating membership addresses and phone extension spreadsheets

Job Requirements:

Minimum (1) one year experience in an office setting

High School Diploma

Proficiency in Microsoft Office Software (Word, Excel)

Hands-on experience with office equipment (e.g. fax machines, printers, postal machines)

Solid written and verbal communication skills

Professional attitude and appearance

Excellent organizational skills

Multitasking and time-management skills and the ability to prioritize tasks

Lifting up to 20 pounds

Benefits:

Health Insurance

Dental Insurance

Vision Insurance

401(k)

Paid Time Off

(16) Paid Holidays per year