

## **Administrative Assistant/Office Manager**

The **Administrative Assistant** position is a member of the Pifer Group, Inc. administrative team primarily responsible for offering general office support for a variety of clerical activities and tasks. This person will mainly support the Land Management Division and their managers. This individual's responsibility includes answering incoming phone calls, transferring calls, and greeting clients, staff and customers professionally.

- **Position Summary and Responsibilities:**

This position will oversee all daily functions relating to:

- Assisting Pifer's Land Management, and Executive Team
- Answering Phones
- Transferring Phone Calls
- Greeting Customers, Clients & Staff
- Organize & Schedule Meetings/Appointments
- Produce & Distribute Correspondence Emails, Memos, Faxes & Forms
- Hotel/Travel Bookings for Staff
- Coordinating Mailing Lists with Marketing
- Printing Stamps (Stamps.com)
- Supply Ordering & Errands for Management & Office Needs
- Office Cleanliness
- Assisting the Administrative Coordinator (When Needed)
- Printing Catalogs (When Needed)
- Taking Mail to Post Office, FedEx, Etc. (When Needed)
- Ordering Supplies (When Needed)
- Other duties as assigned

### **Requirements:**

- 3-4+ years administrative work history or other equivalent
- Proficient in Microsoft Office Suite
- Pleasant disposition
- Excellent attention to detail required
- Punctual and disciplined with time management
- Exceptional listening skills
- Ability to communicate with and work as a member of a team as well as independently

- Excellent writing and editing skills
- Reliable transportation to the corporate office in Moorhead, MN

**Effective Date:** ASAP

Job Type: Full-time

Benefits – 401K, Health, Dental, Vision, Profit Sharing and a generous PTO offering.

**You have requested that Indeed ask candidates the following questions:**

- How many years of administrative assistant experience do you have?
- How many years of Receptionist experience do you have?
- What is the highest level of education you have completed?
- Are you able to work in Moorhead, MN?

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- Associate (Preferred)

Experience:

- Administrative: 3 years (Preferred)