

Administrative Assistant – Full Time

Location: Pifer's Regional Office – Sioux Falls/Worthing, SD

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 including answering incoming phone calls, transferring calls, and greeting clients, staff and customers professionally. This position will effectively support managers, employees, and sales agents with daily tasks including but not limited to travel accommodations, auction locations, data entry, mailing lists, supply ordering, errands and office organization. This position is for the Pifer's office located in Sioux Falls/Worthing, SD.

A. Position Summary and Responsibilities:

This position will oversee all daily functions relating to:

- Answering Phones
- Transferring Phone Calls
- Greeting Customers, Clients & Staff
- Organize & Schedule Meetings/Appointments
- Assisting Sioux Falls/Worthing Office Staff (When Needed)
- Produce & Distribute Correspondence Emails, Memos, Faxes & Forms
- Assisting Pifer's Executive Team (CEO, COO, CFO, Land Management)
- Hotel/Travel Bookings for Staff (When Needed)
- Book Auction Accommodations for Sale Day
- Data Entry (Bidder Cards, Returned Mail, Etc.)
- Coordinating Mailing Lists with Marketing & other Admins.
- Catalog & Poster Mailings
- Printing Stamps (Stamps.com)
- Putting Together Packets for Potential Buyers/Sellers
- Supply Ordering & Errands for Management & Office Needs
- Office Cleanliness & Filling Supplies
- Putting Auction Materials Together For Sale Day (When Needed)
- Taking Mail to Post Office, FedEx, Etc. (When Needed)
- Ordering Supplies (When Needed)
- Calling Vendors For Repairs/Snow Removal, Etc. (When Needed)

B. 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 office in Worthing, SD

C. Compensation

Salary & Incentives (Depending on Experience)

Benefits/Retirement

Send Resume to: [Erika Stanley – Chief Operating Officer \(COO\)](#)