

Administrative Assistant/Office Manager – Moorhead, MN

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.

- **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
 - Produce & Distribute Correspondence Emails, Memos, Faxes & Forms
 - Assisting Pifer's Executive Team (CEO, COO, CFO, Land Management)
 - Hotel/Travel Bookings for Staff
 - Book Auction Accommodations for Sale Day
 - Data Entry (Bidder Cards, Returned Mail, Etc.)
 - Coordinating Mailing Lists with Marketing
 - Catalog & Poster Mailings
 - Printing Stamps (Stamps.com)
 - Putting Together Packets for Potential Buyers/Sellers
 - Supply Ordering & Errands for Management & Office Needs
 - Office Cleanliness
 - Assisting the Administrative Coordinator (When Needed)
 - Putting Auction Materials Together For Sale Day (When Needed)
 - Printing Catalogs (When Needed)
 - Taking Mail to Post Office, FedEx, Etc. (When Needed)
 - Ordering Supplies (When Needed)
 - Calling Vendors For Repairs/Snow Removal, Etc. (When Needed)
- **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
- **Compensation:** \$35,000 - \$40,000
- **Benefits/Retirement**

Job Type: Full-time

Send resumes to Dwight Hofland at dhofland@pifers.com