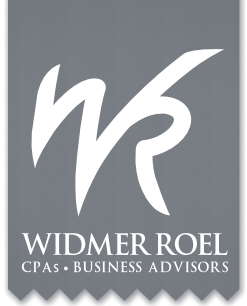


Position: Administrative Assistant – Front Desk
Status: Non-Exempt
Location: Fargo, ND - Onsite
Reports To: Firm Administrator



4220 31st Avenue S.
Fargo, ND 58104-8725

Phone: 701.237.6022
Toll Free: 888.237.6022
Fax: 701.280.1495

Summary: The Front Desk Administrative Assistant is the first point of contact for clients and visitors and provides essential administrative support to all departments. This role includes answering the main phone line, greeting clients and vendors, processing daily deposits, and assisting with various office tasks. Success in this position requires strong organizational skills, attention to detail, and the ability to work collaboratively with other administrative team members to meet deadlines.

Key Responsibilities:

- Answer and direct incoming calls; assist clients and visitors at the front desk
- Organize and maintain files according to office protocols
- Manage calendars and schedule meetings
- Assist with document creation, file management, and mailings
- Process incoming and outgoing mail and handle daily deposits
- Book hotels, order lunches, and coordinate travel for staff when needed.
- Order and stock breakroom supplies.
- Support special projects and other administrative tasks assigned.
- Collaborate with other administrative staff to ensure efficient office operations and consistent documentation practices across departments.
- Attend weekly department meetings and provide necessary updates, including status reports on document workflows and filing systems.
- Other administrative duties as assigned.

Qualifications:

- Minimum of 2 years of administrative experience
- Associate's degree in Business Administration or related field preferred
- Proficiency in Microsoft Office Suite
- Ability to adapt to new technology
- Strong interpersonal, customer service, and communication skills
- Excellent organizational abilities and attention to detail
- Ability to adapt to changing priorities and work independently
- Ability to maintain confidentiality and handle sensitive information
- Availability for occasional overtime and Saturday mornings during busy season (January–April)

Schedule:

- Monday-Friday, 8AM-5PM with a flexible one-hour lunch.
- Occasional overtime Saturday mornings during busy season (January–April)

Equal Employment Opportunity Statement: Widmer Roel is an equal opportunity employer committed to diversity and inclusion. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Widmer Roel complies with applicable state and local laws governing nondiscrimination in employment.