



Driven Fire Consultants is a professional fire protection design and engineering firm located in Sioux Falls, SD and Rapid City, SD. We provide consulting, engineering, BIM, and design of fire protection systems for architects, consultants, contractors, and businesses.

Sioux Falls Office Administrator

Reports to: Administrative & HR Manager, CAD Coordinator

Job Description:

The Sioux Falls Office Administrator is responsible for managing front office operations, handling financial processes, supporting administrative tasks, and assisting with CAD technician duties. This role requires strong organizational skills, attention to detail, and the ability to multitask across various responsibilities.

Key Responsibilities:

Visitor and Communication Management

1. Welcome and direct any visitors
2. Answer telephone calls
3. Receive and process mail and packages

Accounts Payable (A/P)

1. Enter credit card A/P entries
2. Enter invoice A/P entries
3. Track vendor information
4. Prepare and submit Sales & Use Tax Return
5. Print and post checks

Accounts Receivable (A/R)

1. Process deposits

Monthly Billing

1. Process accruals
2. Generate job costing reports
3. Create and send invoices
4. Create job reports
5. Archive job folders
6. Delete files from Monday.com

Weekly Payroll

1. Approve payroll timecards and generate reports

2. Utilize software for weekly payroll
3. Submit weekly spreadsheet updates and monthly reports

Job Setup

1. Process bid information to set up jobs in system
2. Update goal setting for existing jobs

Licensing and Annual Reports

1. Maintain licensing documentation and submit annual reports

Waiver of Lien and Notary Duties

1. Prepare waiver of lien documents
2. Perform notary services as needed

Office Inventory Management

1. Track daily supplies
2. Manage IT equipment inventory
3. Maintain promotional item stock

Office Library Tracking

1. Monitor and manage office library resources

CAD Technician Support

1. Provide for role as a CAD technician as needed
 - a. Communicate with team leader and prioritize workload of upcoming project priorities for clean-up
 - b. Identify if all necessary CAD files have been acquired and communicate with team lead if anything is outstanding or missing
 - c. Proficiently use company software [BricsCAD] to generate background files used for fire sprinkler design plans according to company standards and guidelines
 - d. Make sure project files (i.e. dwgs, pdfs, RVT models) are properly and neatly organized within the folder system of the server

Skills & Experience:

1. Organized and detail oriented. Keeps files, schedules, and records in order. Notices small errors and inconsistencies before they become problems.
2. Strong communication skills. Welcomes visitors and answers calls professionally. Communicates clearly with team members, vendors, and clients.
3. Effective time management. Prioritize tasks effectively. Manages multiple responsibilities and deadlines with ease.
4. Proficient with office and design software. Comfortable using office software, design tools (e.g., AutoCAD), and managing IT equipment. Adapts quickly to new systems and digital workflows.
5. Accurate with financial tasks. Handles A/P and A/R with precision. Understands billing cycles, payroll processes, and tax filings.

6. Problem-solving ability. Identifies issues (e.g., missing files, incompatible formats) and resolves them proactively. Thinks critically and adapts to changing priorities.
7. Team collaboration. Collaborates well with others. Supports CAD technicians, project managers, and other departments.
8. Calm under pressure. Maintains professionalism during busy or stressful times. Handles unexpected challenges with composure.
9. Self-motivated and resourceful. Works independently and takes initiative. Finds solutions without needing constant supervision
10. Trustworthy and maintains confidentiality. Handles sensitive documents and financial data responsibly. Maintains confidentiality and integrity.

Educational and Experience Requirements:

1. High School Diploma or its equivalent.
2. Post secondary education in administration, construction, or business field is preferred but not necessary.
3. Strong attention to detail.
4. Time management skills to work on multiple responsibilities at once and have the capacity to change directions based on the fluidity of project prioritization with ease.

Benefits:

- Competitive salary starting at \$41,000- 45,000 based on education and experience with potential for advancement. Position is flexible for 32-40 hours/week, but no more than 40 hours weekly.
- Health Insurance
- Health Savings Accounts
- Dental Coverage
- Vision Coverage
- Group Term Life Insurance, Accidental Death and Dismemberment Insurance
- Short-Term and Long-Term Disability Coverage
- Education and Training Assistance
- PTO
- Paid holidays
- Annual wage review

To be considered for this position, please contact Jared Van Gammeren, Sam Harbert, or Robyn Kelderman at (605) 444-9290 or by emailing us at info@drivenfire.com

Driven Fire Consultants is an equal opportunity employer and encourages all qualified individuals to apply.

