

## **Fire Cause Analysis (FCA) has an immediate opening for an Administrative Manager**

**Contact us at [www.fcafire.com/careers](http://www.fcafire.com/careers) or [inquiry@fcafire.com](mailto:inquiry@fcafire.com) | 800-726-5939**

FCA provides fire investigation, forensic engineering, evidence management, and scientific evaluation services to clients in the insurance and legal communities.

**Job Summary:** The manager will supervise and support teams of research and administrative associates. These teams support FCA expert services delivery to internal and external clients with intake and dispatch of new assignments, scheduling field inspections, laboratory exams, testing, case-related research, and forensic support services based in office and in the field.

### **Responsibilities:**

- Manage technical support and administrative staff
- Develop technical resources with FCA staff and equipment capabilities
- Support the development of training programs for internal staff and clients
- Assist with staff hiring, development, discipline, and performance reviews
- Improve workflow hierarchy and support work product management
- Regular communication with FCA executive leadership.
- Facilitate client communications, contract development, and maintenance
- Development of case-specific scope and budgets
- Invoice review against contract work

### **Minimum Qualifications:**

- Bachelor's degree in business or significant practical experience
- Five (5) years' experience managing professional staff.
- Exceptional written and verbal communication skills.
- G-suite and MS Office competency.
- A self-starter with a high degree of energy and integrity.
- Capable of balancing multiple tasks and interruptions in a dynamic environment
- Strong team-building and problem-solving skills.
- Attention to detail with a commitment to excellence.

### **Preferred Experience (if applicable):**

- Prior experience in insurance, emergency response (law enforcement, fire departments, etc), or legal fields
- Managing multi disciplinary teams

FCA is an equal opportunity employer offering competitive compensation and benefits, including a generous 401K, medical/dental/vision insurance, holidays/sick/vacation pay, and an employer-stocked kitchen. This is a full-time exempt position. Minimal travel may be required.

**Compensation:** \$100,000 - \$125,000, depending on qualifications.

**Location:** Berkeley, CA (in office)

**Work Hours:** Normal business hours are 8am-5pm, Monday through Friday