

### **Administrative Assistant, New York, NY (hybrid work schedule)**

The Administrative Assistant will provide direct administrative support to the investment team and provide front desk support. Admin Assistant will report to the firm's senior level Executive Assistant. Seeking candidates who are motivated, resourceful, team-oriented, and eager to learn — someone who thrives in a fast-paced, collaborative environment and brings a positive, can-do attitude to their work. Must have a sense of urgency and quick response time.

#### **Primary Responsibilities:**

- Schedule internal and external meetings and conference calls, coordinate conference room, catering, etc.
- Anticipate full range of needs for client visits and coordinate internally as appropriate
- Provide phone coverage and provide receptionist duties
- Answer, screen and route time sensitive phone calls; communicate accurate and detailed messages
- Coordinate external domestic / international travel arrangements, including flight, hotel and ground transportation in line with the firm's expense policies
- Process travel & entertainment reports and reimbursements
- Serve as key liaison for the team with internal groups and support areas across the firm
- Maintain, organize and review calendars
- Help coordinate ad hoc projects (e.g. client events)

#### **Experience & Skills Qualifications:**

- 1-5 years of administrative experience
- Bachelor's degree strongly preferred although may consider associate degree or equivalent work experience in finance/investment industries.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, and Outlook)
- Ability to perform in fast paced environment
- High level of attention to detail
- Ability to effectively work with senior level individuals throughout the firm
- Excellent organizational skills; detail oriented
- Strong time management skills; ability to prioritize multiple tasks efficiently
- Resourceful and able to handle multiple and changing priorities

- Proactive in following up on details, anticipating issues, and closing loops on all requests
- Must have excellent phone manners and a strong customer service focus in a time sensitive environment
- Ability to exercise discretion when managing confidential information
- Must be teamwork oriented and be able to work independently with minimal guidance

**Compensation Details:**

The salary range for this role is \$50-65,000 (exempt) depending on experience. Plus, discretionary bonus.

Benefits included: health insurance (United Healthcare) for individuals, couples or families as well as dental (Metlife, Delta) and vision (VSP, Aetna).

The basic health insurance is 100% paid for by the firm, the standard plan is 80% and dental and vision are paid for by employees.

Hybrid schedule with 3-4 days per week onsite but candidates should be flexible.

Hours: 9-5 but Admin Assistant may need to be available after hours as needed due to working in multiple time zones.