EA onsite in Menlo Park, CA

Great opportunity for someone with 5+ years' experience as an admin/EA, private client services associate/assistant, brokerage assistant, client associate/assistant, wealth management client associate, accounting, or similar experience working in investment management who would love an opportunity to become an Executive Assistant at a top private investment management firm. Come join an amazing team of professionals! Our client's Menlo Park office is the place to be if you are looking for a home and a passion for helping others and learning about the investment management industry. They are seeking individuals who are extremely detailed, organized, proactive, and take ownership with a sense of urgency. You will be extremely customer service oriented. Their collaborative team environment ensures that everyone is there to assist each other. If you are looking for a place where you can thrive and grow, join our client!

EA will support a Partner and Director on the investment team.

- Provide Executive administrative support, including:
- Manage calendar and schedule (light/medium calendaring)
- Maintain contacts in Outlook.
- Meeting management: scheduling video and dial-in information, conference room set up, meeting confirmations, and prep and distribute materials.
- Prepare detailed PowerPoint presentations, binders, and investor/ client documents and spreadsheets using Excel and PowerPoint.
- Expense reports.
- Business and personal travel (light/medium amount of travel arrangements)
- Work with the Director, Investor Relations, and Fund Administration:
- Log and file all investor transactions.
- Update and maintain investor contact information.
- Assist with investor distributions (e.g., K-1s).
- Respond to client requests on a day-to-day basis including delivery of investor documents, investor document distribution changes, and user assistance with access to investor portal.
- Track and archive all client presentations consistent with compliance-approved process. *Must be extremely accurate and detailed.

Qualifications/Experience:

· 5+ years' experience as admin assistant/EA working in financial services/ investment management, and/or private client services, brokerage assistant, client associate/assistant, wealth management client associate, or similar experience is required.

· Strong computer skills (Excel, Word, and PowerPoint).

· Excellent oral and written communication skills.

· Strong attention to detail and follow through.

· Able to prioritize tasks and manage multiple projects on a tight deliverable schedule.

· Able to work well in collaborative, fast-paced environment (may need to wear many hats as needed).

· "No job is too small", team-player attitude.

Education:

· BA/BS degree preferred.

Location: Menlo Park, CA (onsite M-F)

Business hours are 8-5 but EA will likely need to be onsite from 7:30am to 5:30pm as needed.

Salary range: $90-110k base salary (exempt), plus generous bonus and benefits.