

Executive Assistant, Menlo Park (hybrid work schedule with 4 days onsite/1 day remote)

Our client is a top private equity firm with global offices. They are seeking an EA to join their Menlo Park office to provide general administrative support to a partner, executive and two investment professionals. The role requires superior attention to detail, the ability to meet tight deadlines, great organizational skills, and the ability to balance multiple requests. The right candidate will have a strong sense of ownership, bias for action, exercise good judgement and work accurately when under pressure to meet tight deadlines.

Key Responsibilities

- Provide administrative support in an intricate team environment to senior and junior investment professionals
- Coordinate senior-level internal and external meetings and conference calls
- Arrange and coordinate executive domestic and international travel
- Screen high volume of communication interacting with all external parties in a professional manner; ability to determine level of priority while using caution in dispensing information and handling sensitive and confidential information with the utmost discretion and professionalism
- Prepare, update and distribute correspondence, presentations, spreadsheets, reports, marketing materials and other documents
- With a high level of judgement and discretion respond appropriately to internal/external inquiries
- Maintain and organize corporate files, contacts and office information
- Expense management ensuring firm policies are followed within guidelines
- Efficiently and promptly handle regular activities proactively without prompting and advise in advance issues or concerns
- Assist in planning and organizing company events, meetings, and business luncheons/dinners
- Lead and assist with various ad-hoc projects as requested
- Work collaboratively with the administrative team to provide mutual assistance and absence coverage; share in group office responsibilities including but not limited to covering the reception desk, maintaining conference rooms and ordering supplies

Qualifications

- **Bachelor's degree or equivalent**
- **At least 10 years of Executive Assistant experience**
- **Proven experience as an executive assistant or similar role, supporting C-level executives within a financial services organization (Private Equity or Venture Capital highly preferred) that included handling confidential and sensitive information**
- Team-oriented and collaborative, self-starter with ability to collaborate cross-functionally across an organization as well as part of a team with a "can-do" attitude
- Able to multi-task in an environment with competing priorities and tight deadlines/deliverables
- Able to lead projects and initiatives requiring the participation of EA team members
- Strong interpersonal, problem solving, analytical, and troubleshooting skills
- Highly organized with strong attention to detail and excellent time management skills
- Excellent communication skills both verbal and written; must be comfortable communicating with senior management
- Ability to remain poised and calm under pressure; perform duties with the highest level of confidentiality and integrity
- Ability to work independently with minimal supervision
- Experience with coordinating complex domestic and international travel arrangements
- Strong computer skills including MS Office Suite (Outlook, Word, Excel and PowerPoint)
- Familiarity with TripsWare or other expense management system a plus

Competitive compensation package depending on experience including generous bonuses paid twice per year, profit-sharing, 401k with 6% match, fully paid healthcare benefits and much more! Base salary \$120-150,000 (non-exempt).