

Office Administrator / Office Manager and Executive Assistant

Private Equity Firm, Los Angeles, CA

Position Overview

Our client, a highly respected private equity firm, is seeking a polished, proactive, and highly organized **Office Administrator/OM/EA** to provide administrative and operational support to the investment team and contribute to the smooth day-to-day functioning of the firm.

This is an excellent opportunity for someone who enjoys working in a professional, fast-paced investment environment and can balance traditional administrative responsibilities with hands-on operational projects. The ideal candidate is resourceful, detail-oriented, technologically savvy, and comfortable handling confidential information with a high degree of discretion.

Key Responsibilities

Administrative Support

- Provide administrative support to members of the investment and management teams.
- Coordinate complex calendars, meetings, conference rooms, and internal and external appointments.
- Schedule domestic and international travel and prepare detailed itineraries.
- Coordinate meetings with portfolio companies, investors, advisors, and other external contacts.
- Prepare and organize meeting materials, presentations, reports, and other documents.
- Process expense reports, invoices, and credit card reconciliations.
- Assist with preparing and formatting PowerPoint presentations, Excel spreadsheets, and Word documents.
- Maintain accurate electronic files, records, contact databases, and other firm documentation.
- Handle sensitive and confidential information with complete discretion.

Office & Operations

- Assist with day-to-day office operations and ensure the office runs efficiently.

- Coordinate vendors, building management, office services, supplies, and maintenance.
- Assist with onboarding new employees, including workspace, technology, supplies, and administrative setup.
- Help coordinate firm meetings, events, lunches, off-sites, and other company activities.
- Maintain relationships with vendors and outside service providers.
- Support the firm's technology and facilities needs in partnership with internal and external resources.
- Identify opportunities to improve administrative processes and office procedures.
- Assist with special projects and other operational initiatives as needed.

Investment Team Support

- Assist with meeting preparation and coordination for investment professionals.
- Maintain organized information and documentation related to prospective and existing investments.
- Coordinate communications and scheduling with portfolio companies, consultants, attorneys, investment bankers, and other external partners.
- Assist with research, data gathering, and special projects when needed.
- Provide backup administrative support to other team members during vacations and periods of heavy workload.

Qualifications

- 3+ years of administrative, operations, or office coordination experience; experience in **private equity, venture capital, investment banking, financial services, consulting, or a professional services environment** is strongly preferred.
- Bachelor's degree preferred.
- Exceptional organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Strong judgment and the ability to handle highly confidential information.
- Professional, polished, and service-oriented demeanor.

- Ability to prioritize and manage multiple projects in a fast-paced environment.
- Strong proficiency with Microsoft Office, particularly **Outlook, Word, PowerPoint, and Excel.**
- Comfortable learning and utilizing new technology and AI-enabled productivity tools.
- Self-directed with a proactive, "no task is too small" attitude.
- Ability to work collaboratively with senior-level professionals while also taking ownership of responsibilities independently.

Compensation details:

- \$100-110k base salary plus bonus potential (exempt)
- 401k matching program and strong healthcare (United PPO). Employer pays 75% of health insurance + 50% of dependents/spouse.
- Bonus is discretionary but typically ranges from 10-20%.
- Primarily onsite with every other Wednesday as work from home.