

As of February 1, 2012 - **Executive Assistant to CEO/up to \$70K**
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Executive Assistant to CEO of Investment Firm - Established, growing financial services firm with a focus on publicly-traded equity investment industry seeks an experienced EA to support CEO. As a secondary responsibility this role provides administrative support firm-wide. This role provides the right candidate with an excellent opportunity to work in a dynamic growing firm on a one-on-one capacity as a partner to a well-respected executive. Successful candidate will be poised, resourceful and tech savvy. This position is a great opportunity for a candidate who takes pride in providing seamless support, and is seeking a long-term, stable role in a collegial work atmosphere. Most importantly, this position requires a candidate that has a take charge self-starter personality and who is organized and interacts well with others. We offer a competitive salary and benefits package. Salary for this position is up to \$70K based on experience, with a competitive discretionary bonus.

IMPORTANT ATTRIBUTES:

- Attention to detail and accuracy
- Ability to multi-task and learn are essential for success in this position
- Anticipates and proactively responds to the needs and responsibilities of others.
- Able to work independently with little or no supervision. The ability to be a self-starter is crucial for success in this role.
- Exceedingly well organized, flexible and has the maturity to enjoy the administrative challenges of supporting a Chief Exe. Officer.
- The ability to interact in a team environment with staff at all levels. There is pressure to perform well, but the firm does not foster a pressure cooker work environment. Remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role.
- Strong decision making abilities
- Needs to be timely, thorough and organized. This role requires a person to listens well, take direction, and adapt to change quickly
- Proficient computer skills and in-depth knowledge of PC and relevant software, most importantly the MS Office suite (Word, Excel, PowerPoint and Outlook)
- Financial industry experience strongly preferred, but not required

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position includes a full range of administrative responsibilities, including;

- Coordinate schedules and meetings with all persons both internal and external
- Read and analyze incoming communications (including voice mail), submissions, and reports to determine their significance and plan their distribution
- Prepare and edit correspondence, communications, reports, memos, letters, presentations and other documents using word processing, spreadsheet or database
- Review and file corporate documents, records and reports
- Organize hard copy and digital files and read-respond-to and organize e-mails and voice mails
- Arrange travel nationally and internationally
- Follow up with management and others on actions assigned to him or her
- Attend and/or facilitate meetings on behalf of CEO and take minutes
- Interacting with high net-worth clients, investors, professional contacts and board members
- Update website for monthly performance
- Manage databases and mailing lists for various investment partnerships
- Coordinate workflow from outside consultants including legal advisors
- Work with other executives on various projects reporting to CEO
- Manage a variety of projects - as assigned
- Conduct research, preparing statistical reports, handling information requests
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Compile and chart metrics (knowledge of Excel preferred)

Compensation and benefits:

- Annual base pay of up to \$70,000 (flexible depending on experience) plus eligible annual bonus
- Competitive benefits package, including a basic health insurance provided at no cost, with options for upgrades with incremental cost paid by employee.

Schedule 40 hour work week; preferred schedule 8:30AM through 6PM daily Monday through Thursday. Friday schedule 8:30 to 12:30. Generally, there is no overtime. 2 weeks paid vacation