

## **Administrative Assistant**

### **Summary of Position:**

The Administrative Assistant will assist Directors and other department staff with day-to-day hands-on support. He/she will handle confidential information; assist the department heads with compliance and operational requirements; and interact with high-level executives and clients on their behalf.

### **Responsibilities:**

- Screen incoming calls and correspondence and respond independently when possible
- Serve as the point of contact for outside clients and internal employees to ensure prompt response time and to ensure efficiency of communications
- Assist with preparation of presentation materials; generate data reports as requested—may be assigned project work and other related tasks
- Manage calendars and independently schedule appointments; coordinate meetings, conference calls, and other executive events
- Coordinate travel arrangements for department heads and/or team members; serve as a gatekeeper and facilitator for many daily activities for the team

### **Qualifications:**

- Excellent verbal and interpersonal skills, as well as a professional phone demeanor
- Ability to demonstrate discretion in handling confidential data and dealing with high-level executives
- Excellent organizational skills with attention to detail; ability to prioritize and handle multiple concurrent activities and competing priorities while meeting hard deadlines
- Working knowledge of MS Office, including Excel and PowerPoint
- Bachelor's degree and/or 2 or more years of working experience
- Ability to quickly become familiar with the firm's specific processes and tools/systems
- The ability to work in a close, team-oriented environment