

Administrative Assistant – Front Desk & Operations (NYC, Onsite)

Hours are M-F, 9-5 (must be available after hours when needed).

- **Must be currently working in a receptionist or administrative role**
- **Must be NYC-based and able to commute daily**
- **Must be comfortable supporting highly detail-oriented professionals**
- **This role requires someone who can manage multiple requests simultaneously, follow up without reminders, and execute tasks accurately in a fast-paced environment. Attention to detail and timely communication are critical, as this position supports highly detail-oriented team members.**

This position would be ideal for someone who:

- Values job stability and consistency over rapid career progression
- Is naturally dependable, reliable, communicative and detail-oriented
- Must be able to work independently with little direction
- Is comfortable working independently in a quieter office
- Takes pride in being the operational backbone of a small team

This highly visible role provides front-desk and administrative support in a fast-paced professional environment.

Responsibilities include acting as receptionist while also providing administrative and office management duties including managing phones and reception desk, ordering supplies, maintaining inventory, maintain calendars, support investment team members, scheduling and coordinating internal and external meetings & Team meetings, supporting client visits, arranging domestic and international travel, processing expenses including reconciliation of expenses, and assisting with ad hoc projects such as client events. The position serves as a key liaison with internal teams and senior-level professionals, requiring excellent organization, attention to detail, discretion, and strong customer service skills.

Qualifications:

The ideal candidate has 3+ years of administrative experience, a bachelor's degree, and proficiency in Microsoft Office, Teams and knowledge of Concur or other expense tracking program. Candidates must be highly organized, detail-oriented, proactive, and able to prioritize multiple tasks while working independently and collaboratively in a time-sensitive environment.

Salary range is up to \$60-82,000 DOE plus benefits.