

## **Admin Assistant in Santa Monica, Hybrid work model.**

### **Administrative Assistant to join investment management firm in their Santa Monica office (hybrid work model, 3 days per week onsite/2 days remote) 7:30-4:30pm**

#### Qualifications and Skills:

- Must possess a positive attitude, and enjoy working in a fast-paced, collaborative & fun team environment.
- Must have a 'can-do' attitude and a strong attention to detail.
- Minimum of 2 years of administrative support experience working in a fast-paced environment.
- Strong communication skills and positive attitude
- High attention to detail
- Proven organizational skills and ability to multi-task
- Ability to work under deadlines and to accommodate last-minute changes
- Team player with strong work ethic
- Strong Microsoft Office skills (Word, Outlook, Excel, & PowerPoint)
- Familiarity with Concur travel tool and Expensify or similar program helpful
- Familiarity with Dealcloud helpful

#### Job Responsibilities:

- Provide administrative support to investment team members as needed.
- Collaborate with other Executive Assistants
- Coordinating and arranging travel plans and itineraries
- Telephone coverage, greeting guests
- Proactive calendar management
- Scheduling internal and external meetings
- Organizing and processing expense reports in a timely manner
- Ordering supplies, according to inventory list and budget
- Receiving and distributing mail
- Liaising with building and/or technical support to request service

- Coordinating and attending infrequent professional events (happy hours, dinners, Christmas parties, offsite events, etc.)
- Other duties as required

\$80-85,000 per year plus healthcare benefits, vision, dental (optional), 401k w/50% match, and disability insurance