

A highly successful and esteemed global private equity firm in Menlo Park is seeking an Executive Assistant. This onsite role offers the flexibility to work from home one day per week. Be part of a dynamic and collaborative team in a professional yet welcoming office environment. The Menlo Park office consists of a select group of exceptionally talented individuals, ensuring excellent job stability. The firm boasts long-term administrative staff and remarkably low turnover. I have personally placed two out of their three current administrative team members.

Requirements:

- Candidates should have at least 5-7 years of Executive Assistant experience.
- Candidates must have either Venture Capital, Private Equity or Wealth Management industry experience.
- Must be proficient with PC and MS Office skills (Word, extensive use of Outlook, Excel), and Tripware for expenses.

Job Duties will include but are not limited to:

- Manage multiple very busy calendars in Outlook and the scheduling of meetings and conference calls, often in multiple time zones.
- Coordinate complex travel arrangements, both international and domestic providing detailed travel itineraries.
- Complete monthly expense reports in a timely and accurate manner using Tripware
- Handle confidential, proprietary and sensitive information with integrity and discretion.
- Interact effectively with global contacts with a cultural understanding and ease.
- Participate in the planning and execution of events, on-site and off-site, when required.
- Assist with; ordering breakfasts/lunches/supplies/picking up lunches, maintaining conference rooms and kitchen stocking and cleaning, grocery orders
- Back-up other EAs in the Menlo Park office as necessary.
- Back up Receptionist when she is out of the office.
- Answer phones and greet guests and set up accordingly in conference rooms.

Hours are 9-5 however, EA needs to be available and will check emails before/after work to ensure no changes need to be made to schedules or travel needs, meetings, etc. This will primarily be an onsite position but there is flexibility for the EA to work from home one day a week (providing there is another EA onsite).

Salary range is \$120-130,000 (non-exempt) plus generous bonus, 401k and fully paid healthcare benefits and many other stellar perks and benefits!