

## **Executive Assistant/Receptionist (hybrid work schedule) for financial services firm in NYC.**

Seeking an experienced EA to support firm's investment team members located in New York, Europe and Los Angeles. Minimum of 3+ years of EA experience providing administrative support to multiple executives in multiple global time zones is required.

### **Job duties include but are not limited to:**

- Provide admin support to 6-8 team members as needed.
- Manage multiple calendars in multiple global time zones.
- Coordinate internal and external meetings.
- Coordinate travel both domestic and international.
- Prepare detailed expense reports
- Exercise discernment and discretion in handling confidential and sensitive information.
- Act as front desk receptionist and provide receptionist duties.

### **Job Qualifications:**

- Must be flexible, proactive, and have excellent judgment.
- Possess a strong work ethic, enjoys problem solving, and anticipates needs ahead of time.
- Energetic with a professional and polished style and attitude.
- Excellent interpersonal skills and able to adapt to different personalities and work styles.
- Ability to work efficiently, accurately, and independently.
- Possess high attention to quality and detail with the ability to see the big picture.
- Demonstrates excellent verbal and written communication skills.
- Self-starter and intuitive.
- Team orientated and enjoys being part of a high performing team.
- Must be able to independently prioritize, organize, and multitask.
- Dependable, punctual, reliable, and consistent.
- Highly skilled in Microsoft Office Suite

Hybrid work model with 3-4 days per week onsite. Hours are 9-5 M-F.

The salary range is \$90-130,000 plus bonus and benefits. Salary will depend on experience, education and skillset.