

Executive Assistant to join global investment firm in their San Francisco office (hybrid, minimum of 3 days per week onsite)

Seeking an EA with 5+ years of experience who enjoys being part of a team and is passionate about providing high-level executive support. Highly prefer candidates who have worked in venture capital, private equity, asset management or other similar financial services/investment industries. Come join a wonderful team in a fast growing, successful firm!

Job Description:

Executive Assistant to support the San Francisco team consistently of 3 dynamic individuals.

Responsibilities will include, but are not limited to:

- Provide support the SF Office Partners as an Executive Assistant
- Manage calendars including conference calls, vacations, and client meetings
- Arrange travel bookings, itineraries, and visa coordination
- Coordinate the production of materials; for example, presentation books and reports, meeting prep packets, and other tasks
- Assist with Event Planning for investor meetings, portfolio companies etc.
- Provide backup assistance as needed to the front desk administrator/receptionist

Desired Skills and Experience:

- 5+ years of successful EA/administrative experience in a fast-paced enterprise, preferably venture capital, private equity, or similar industry
- Keen attention to detail, organized and able to seamlessly multitask
- Proven written and verbal communication skills
- Proficient in Microsoft Office (Outlook, Word, PowerPoint, Excel)
- Comfortable interacting with colleagues at all levels
- Adaptable with a can-do attitude