Executive/Personal Assistant in Family Office

Lambent Services
New York, New York
Posted January 25, 2018

Job Summary

Principal seeks support for herself and husband in small family office setting in which the couple manages the assets of a prominent NY family, which is also their own.

Requirements include: BA/BS from competitive US college or equivalent; polished presentation. Knowledge of MS Office, particularly Outlook and Excel (intermediate) and v.cards is extremely important. Candidate must be happy doing tasks both big and small, including tasks pertaining to her business as well as personal life. Also: excellent organizational and time management skills; a positive attitude; the ability to multitask and stay calm in stressful situations.

Responsibilities include: heavy (and primarily) calendar management; answering the phones and taking accurate messages; greeting clients; limited bookkeeping including AP/AR; travel planning including FF mile tracking and hotel membership points; managing conference room schedule; ensuring office runs smoothly (sorting mail, filing, faxing, scanning, ordering office supplies); ad hoc projects as needed; making appointments; running personal errands; shopping/gifting; and organizing digital family photos.

Working environment is a small family office, alongside two principals (sometimes) and 1-2 other co-workers (almost always).

Cover, resume.

4 days per week, 9am-6pm, $50K-$60K/year (depending on experience) + medical benefits.

Job Type: Full-time

Salary: $50,000.00 to $60,000.00 /year

Please mention that you were referred through the ParentJobNet website.
Visit our website for more new job openings at www.parentjobnet.org
It's FREE to post jobs on the ParentJobNet website. Simply email your job postings to info@parentjobnet.org.