



Administrative Assistant

Division/Dept: Administrative

Type: Full-Time

Title: Administrative Assistant

JOB OVERVIEW

First Rate is looking for someone who wants a small company experience working with the world's most successful investment management institution vendors in the great cities of America. The administrative assistant will schedule appointments, give information to callers, prepare correspondence, and otherwise relieve executives and department of clerical work, minor administrative and business details.

SPECIFIC RESPONSIBILITIES

- Schedule and organize complex activities (meetings, travel, and department activities for members of the staff).
- Arrange entertainment venues for visiting clients (sporting events, restaurant reservations, golf outings, etc.).
- Create and develop visual presentations in Microsoft Power Point.
- Complete weekly and monthly scheduled system reports within Microsoft Excel.
- Sort and distribute mail. Open mail for the management team and determine level of priority.
- Assist the management staff in the management of their schedules.
- Handle confidential and non-routine information.
- Work independently and within a team on special nonrecurring and/or ongoing projects.
- Act as a project manager for special projects, which may include planning and coordinating multiple presentations, disseminating information, and organizing company wide events or departmental events.
- Take meeting notes either in shorthand, machine or speedwriting. Transcribe detailed notes on computer.
- Prepare professional letters to clients.
- Make copies of correspondence or other printed material.
- Organize and maintains file system, and files correspondence and other records.
- Compose and type routine correspondence for the management team.
- Maintain clearly marked, accurate receipts
- Prepare expense reports

QUALIFICATIONS

- Bachelor's degree (B.A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Excellent interpersonal and communication skills.
- Good organizational skills and the ability to prioritize while handling multiple tasks
- Commitment to company values
- Proficiency in Microsoft Office: Word, Excel, PowerPoint, Microsoft Outlook.
- Maintenance of a valid Drivers License.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Enjoy a smoke-free environment

CONTACT INFORMATION:

First Rate – HR Division

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