



The Front Office Administrative Assistant is primarily responsible for providing back-up receptionist assistance ensuring proper front office coverage at all times. In addition, the Administrative Assistant is responsible for mail and fax distribution, posting and distributing the company calendar, arranging conference and video calls, and reviewing and monitoring the company calendar. The Administrative Assistant is also responsible for the preparation of facilities for in-house meetings, including provision of refreshments when necessary, and the set-up and clean-up of the conference rooms. The Administrative Assistant also provides administrative support to investment, systems, and operations staffs as needed.

The Front Office Administrative Assistant reports to the Executive Coordinator.

Required skills:

- Strong interpersonal and organizational skills
- Professional and pleasant telephone manner and the ability to interact with visitors
- Accuracy and attention to detail in message taking
- Proficient in Microsoft Office applications
- Ability to work efficiently and accurately in a detailed and time-sensitive environment
- Ability to work well with employees from other company departments
- Outgoing personality and can-do attitude
- Flexible work style and ability to easily adapt to changing priorities/needs
- Willingness to learn new computer programs and office procedures

Essential responsibilities:

- Answer and screen telephone calls in a professional and courteous manner
- Greet visitors and escort to appropriate area
- Route incoming mail and faxes
- Review and distribute company calendar
- Organize and stock the kitchen with supplies maintaining exceptionally clean facilities, including running/emptying the dishwasher.
- Prepare facilities for in-house meetings, including meeting set-up and breakdown, provision of refreshments, etc.
- Provide administrative support to investment, systems, and operations staffs as needed
- Fulfill any and all other duties deemed necessary by management

Measures of success:

- Degree of professionalism in telephone communications with clients and others as the first level of client/visitor interaction and support
- Accuracy and timeliness of phone messages
- Responsiveness to requests for administrative support
- Improvements in quality and efficiency of work product
- Levels of satisfaction of company employees, clients, and guests as end-users of the Administrative Assistant's services