



## Associate, Executive Assistant - Marketing & Communications

BNY

**Job Category:** Sales/Marketing/Business  
Development

**Job Source:** nrbjobs.com

### Job Summary

**Employment Type:** Full Time

**Gender:** Any

**Career Level:** Entry Level

**Salary:** Negotiable

**Posted On:** 22 Oct 2024

**Application Deadline:** 20 Nov 2024

### Job Context

- At BNY, our culture empowers you to grow and succeed. As a leading global financial services company at the center of the world's financial system we touch nearly 20% of the world's investible assets. Every day around the globe, our 50,000+ employees bring the power of their perspective to the table to create solutions with our clients that benefit businesses, communities and people everywhere.

### Job Description/Responsibility

- Effectively prioritize the needs of the office, executive(s) and/or team as prescribed by established guidelines, managing competing requests and switching focus as needed, negotiating prioritization of administrative activities with/among higher level team members/managers
- Manage interactions between executive committee staff and Marketing & Communications management
- Perform advanced, diversified and often confidential administrative duties requiring broad and comprehensive experience, skill and knowledge of organizational policies and procedures
- Maintain complex and detailed calendars and schedule both internal and external meetings
- Make travel arrangements and T&E expense management for team members ensuring that all policies are followed, and items are processed within the provided guidelines
- Assist with staff onboarding and offboarding which includes requesting equipment, set-up, and access
- Exercise autonomy in anticipating a diverse range of highly complex issues and troubleshooting these issues as they arise
- Appropriately prioritize, address and/or identify the level of urgency and escalates
- As a member of the Business Management & Operations Team, reporting to the Chief Operating Officer, participate in administrative, operations, governance exercises, as required

### Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

### Experience Requirements

- No experience is required.

## **Skills Requirements**

- Strong interpersonal, written, and oral communication skills
- Tact and good judgement in confidential situations and proven experience interacting with executive management
- Ability to adapt to a rapidly changing business and technology environment
- Effective collaboration and communication skills are required, including information exchange with internal and external contacts
- Strong PC skills, proficient knowledge of relevant business software (Microsoft Office Suite)
- Financial Services Experience Preferred

## **Work Area**

- Applicant should have experience of working in the following category(ies):  
Sales/Marketing/Business Development

## **Industry Type**

- Experience should include the following skills: Bank/Non-Bank Fin. institution

**Address:** New York, NY, New York, NY, United States

**Company Profile:** Investment & Asset Management

**Company Website:** <https://www.bny.com/careers>