



Executive Assistant
NEW YORK LIFE

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: 23 Nov 2024

Application Deadline: 22 Dec 2024

Job Context

- When you join New York Life, you're joining a company that values career development, collaboration, innovation, and inclusiveness. We want employees to feel proud about being part of a company that is committed to doing the right thing. You'll have the opportunity to grow your career while developing personally and professionally through various resources and programs. New York Life is a relationship-based company and appreciates how both virtual and in-person interactions support our culture.

Job Description/Responsibility

- Administrative Planning & Execution:
 - Coordinate across multiple teams' calendars for seamless execution of team activities.
 - Assist CIO with critical activities and ensure timely prioritization and execution.
 - Effectively maintain and manage leaderships' business calendars.
 - Handle all aspects of administrative support for leadership and their teams in a timely and professional manner
 - Coordinate and schedule meetings, handle travel reservations, and organize conference/video calls, often involving multiple locations.
 - Coordinate logistics for all meetings including IT, room set up, and catering as needed
 - Utilize Microsoft Office Suite to assist with presentations and reporting
 - Project manage smaller team initiatives, if needed
- Meeting Preparation and Presentations
 - Lead development of logistics, agendas, and materials for business and team meetings (e.g., leadership team meetings, strategic business IT community forums), ensuring alignment, clarity, and accuracy of materials.
 - Prepare presentations and memos for various audiences, including senior leaders.
 - Assist with written communications

Education Requirements

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

Experience Requirements

- No experience is required.

Skills Requirements

- Excellent organizational skills and attention to detail. Strong follow up skills
- Strong interpersonal skills with a high level of professionalism
- Excellent written and verbal communication skills
- Ability to prioritize and multi-task
- Possesses a sense of urgency
- Prior task management experience
- Ability to maintain confidentiality, good judgment and diplomacy
- Proficient in Microsoft Office including Word, PowerPoint and Excel, including the ability to create professional communication and reports using Word.
- Ability to draft and format presentations in PowerPoint.
- Foundational Excel experience and skills to create charts, diagrams and tables of data
- Bachelor's degree preferred
- Minimum of 8 years of experience supporting senior level executives in a corporate environment

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: Insurance Agencies & Brokerages

Company Website: <http://www.newyorklife.com/>