



**Administrative Assistant**  
ARROW SEARCH PARTNERS

**Job Category:** Administration/General Management

**Job Source:** nrbjobs.com

## Job Summary

**Employment Type:** Full Time

**Gender:** Any

**Career Level:** Entry Level

**Salary:** Negotiable

**Experience:** Minimum 2 years

**Posted On:** 23 Nov 2024

**Application Deadline:** 22 Dec 2024

## Job Context

- Our client is a leading global alternative investment manager with \$50 billion in AUM. The Administrative Assistant will be based in Greenwich, CT and will help with daily coordination for a team of 4.

## Job Description/Responsibility

- Coordinate and manage meetings and conference calls
- Manage calendars, screen and field calls and emails
- Book travel arrangements, prepare and process invoices and expense reports
- Assist with maintaining files and records
- Establish and help maintain relations internally and externally

## Education Requirements

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

## Additional Academic Requirements

- Bachelor's degree preferred

## Experience Requirements

- Minimum 2 years of experience is required.

## Additional Experience Requirements

- 2 years of experience working in a fast-paced environment

## Skills Requirements

- Strong organizational, verbal, and written communication and interpersonal skills
- Exercise of discretion regarding sensitive/confidential matters
- Strong Microsoft Office skills

## **Work Area**

- Applicant should have experience of working in the following category(ies):  
Administration/General Management

## **Industry Type**

- Experience should include the following skills: Consultancy Firm

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

**Company Profile:** HR Consulting

**Company Website:** <https://arrowsearchpartners.com/>