



Executive Assistant
NEW YORK LIFE

Job Category: Secretary/Receptionist

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Salary: Negotiable

Experience: Minimum 10 years

Posted On: 21 Jan 2025

Application Deadline: 19 Feb 2025

Job Description/Responsibility

- Effectively maintain and manage all aspects of multiple Vice President's business calendar; this includes proactivity incorporating time efficiencies into their calendars, understanding priority stakeholders, and looking for opportunities to implement meeting synergies.
- Coordinate and schedule meetings, arrange lunches, handle travel reservations, and organize conference-calls/video conferences
- Support their direct reports with organizational needs and direction
- Manage calls, assist callers, take messages and/or route as appropriate; may also handle written correspondence
- Monitor and manage VP's email to ensure that all communications are addressed
- Order supplies for the VP and the department as needed
- Manage travel needs and prepare/reconcile travel expenses as well as process all other expenses
- Process and reconcile Procurement Card monthly statement
- Coordinate logistics for Divisional Meetings including IT needs, room set-up, and catering
- Ensure VP has all materials in advance of scheduled meetings
- Coordinate agenda for weekly staff meeting with direct reports
- Develop and maintain strong relationships with other Administrative Assistants; may provide back-up on occasion
- Onboard new hires and ensure they have access to necessary rights to perform their roles (telephone, computer, ID badge, etc)
- Manage ad hoc projects as needed

Education Requirements

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

Additional Academic Requirements

- Bachelor's Degree preferred

Experience Requirements

- Minimum 10 years of experience is required.

Additional Experience Requirements

- Minimum of 10 years administrative experience supporting a senior level executive in a corporate environment

Work Area

- Applicant should have experience of working in the following category(ies): Secretary/Receptionist

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/>