

Argentina Jobs Expertini®

Executive Assistant for Financial Services Company (US Based/Remote)

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Company: Paired

Location: Argentina

Category: computer-and-mathematical

Paired is a global staffing and recruiting agency that pairs remote work with top-tier talent. We help individuals from around the world connect with great companies that are looking for their specific skill set. Our mission is to provide great jobs to talented people, no matter where they are located.

We are currently seeking an experienced Executive Assistant to join our team supporting a US-based financial services company.

Your role

The Executive Assistant will play a crucial role as primary support to one of the Partners of the firm. They will help coordinate and manage all aspects of the executive's competing priorities, personal and professional. They will also assist other team members to ensure the practice runs at a World-Class level.

Responsibilities

We're looking for an Executive Assistant to:

- Fully manage personal and professional calendars, emails, reservations, travel, contact database, and expense reports

- Track licensing, registration, and continuing education requirements

- Compile AI meeting notes and action items into executive summaries

- Participate in meetings, as requested

- Coordinate between internal and external stakeholders for tasks, projects, and

scheduling

Data entry and file management on behalf of the firm and/or clients

Conduct preliminary business development efforts including prospecting via LinkedIn and other online platforms.

Coordinate the production of presentation books, reports, and meeting prep packets

Represent the Partner in internal and/or external meetings and communications (ex. email)

Your team

You will be working with one of the top Private Wealth Teams that is obsessed with world-class service. Our team culture centers around innovation and growth, high performance, and fun. You will be surrounded by high performing players, challenged, given opportunities, and be encouraged to grow.

Requirements

Successful administrative experience in a fast-paced environment (3 years+)

Excellent MS Office knowledge

Outstanding organizational, time, and project management skills; be able to properly prioritize and assume tasks from multiple team members

Ability to work independently, problem-solve, and meet deadlines; you set goals and do what it takes to achieve them with no excuses

Impeccable attention to detail; you value accuracy and take full ownership of mistakes made

Proven written and verbal communication skills

Comfortable interacting with colleagues at all levels, sharing your opinion, and participating in team discussions

Adaptable with a can-do and optimistic attitude

Benefits

Work from Anywhere

Competitive Salary in USD

Career Growth

Flexible Hours

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