



Job Description Executive Assistant

The Position

Executive Assistant, working primarily with members of the Investment Team

Qualifications

- Ability to maintain high level of confidentiality with uncompromising integrity
- Outstanding attention to detail
- Excellent communication and interpersonal skills (both written and verbal) and able to communicate in a professional manner with team members and external parties
- A demonstrated ability to work independently, meet concurrent deadlines, organize time and priorities and work well as a dedicated member of a team
- Ability to manage the day to day details, while also planning ahead
- Thrives in a fast pace, ever changing environment
- Demonstrated ability to work with a sense of urgency and under pressure
- Proven ability to exercise good judgment and problem solve
- Represent the organization in a professional manner
- Previous experience using Concur preferred
- Proficient with Microsoft Word, PowerPoint, Outlook and Excel; previous experience in DealCloud, Salesforce or other CRM platform preferred
- Must be proactive and have a willingness/desire to learn
- Minimum of 5 years of relevant work experience

Description of Duties

- Provide assistance and coordination to Investment Team members in efforts to originate new investment opportunities, including proactively reaching out to designated contacts
- Manage multiple schedules and coordinate travel arrangements accurately for investment team
- Assist with DealCloud data management and reporting for weekly and quarterly meetings – organize contacts, track meetings and new investment opportunities, etc.
- Coordinate and manage meetings held by the investment team to ensure meetings are set-up to be efficient including managing logistics and materials
- Manage expense reports timely and accurately for investment team
- General office responsibilities – phone coverage, filing, copying, etc.
- Manage special projects as assigned

Hours

- 8:00 a.m. to 5:00 p.m., with flexibility required and available

Compensation

- Paid the last business day of each month; health and dental insurance; 401k

To be considered for this position, please send your resume to: info@mccarthycapital.com