

Senior Administrative Assistant - NYC Large Private Equity Firm based in Manhattan is seeking a Sr. Administrative Assistant.

Duties and Responsibilities:

- Provide high level support to team of professionals
- Manage multiple calendars; schedule meetings as needed
- Answer incoming calls and route accordingly
- Schedule conference calls, web meetings, and video conferences as needed
- Manage travel needs for team members; prepare itineraries and necessary documents
- Process expense reports
- Create documents, spreadsheets and presentations as needed
- Meet and greet investors, coordinate lunch meetings
- General knowledge of Riverside's business, portfolio companies and who's who within and outside of the firm.
- Provide rotating reception lunch coverage and other times as needed
- Manage attendance records for team members
- Assist and provide back-up coverage for admin team members and other team professionals as needed
- Complete various projects as needed

Requirements and Desired Skills:

- Four to six years of experience in a professional office environment
- BA degree required

Job Type: Full-time

Salary: \$60,000.00 to \$65,000.00 /year + bonus

Please send resume to:

jsolomon@cohires.com