

## **Executive Assistant – Client Service/Sales**

Chicago Equity Partners, LLC is a premier mid-sized investment management firm with approximately \$7 billion in assets under management. We offer a full range of domestic equity, fixed income and alternative strategies for our clients, which include public funds, Taft-Hartley plans, corporations, foundations and endowments, and sub-advisory relationships throughout the country and around the world.

We are looking for an Executive Assistant to support the Client Service/Sales Team. This person will be instrumental in maintaining high levels of efficiency and productivity, including interaction with clients on a daily basis.

### Responsibilities include:

- Preparing presentation materials
- Arranging travel
- Processing expense reports
- Answering phones
- Maintaining calendars
- Coordinating client dinners and events (i.e. sports, theatre, etc.)
- Researching
- Backing-up receptionist, on rotation
- Assisting with mailings and maintaining files
- Assisting with the set-up/clean-up of meetings and events
- Maintaining supplies
- Responding to internal, as well as external requests
- Managing tasks/projects, as assigned

### Desired Background and Skills:

- Three to five years of administrative experience, preferably in financial services
- Proficiency in Microsoft Word, PowerPoint (Intermediate-Expert), Excel and Outlook
- Strong travel planning
- Comfortable juggling multiple priorities
- Must be able to maintain a high level of customer service
- Must be able to maintain professional demeanor, working well individually and within a team
- Solid organizational skills
- Excellent oral and written communication skills
- College degree (or working towards) preferred
- Travel and Expense software, preferably Concur
- Must be a team player
- CRM Software

Please e-mail cover letter and resume to [careers@chicagoequity.com](mailto:careers@chicagoequity.com).

Chicago Equity Partners is an equal opportunity employer, committed to diversity in its workforce (M/F/D/V/SO).