

Executive Assistant and Office Manager Job Description Chicago office

Firm Overview:

Rothschild is a worldwide financial advisory firm which is family-controlled and independent. We have been at the center of the world's financial markets for over 200 years providing financial advisory services to governments, corporations and individuals worldwide. The firm operates from more than 50 offices in 42 countries around the globe.

The Rothschild offices in North America focus on Mergers & Acquisitions, Restructuring, and Equity Capital Markets advisory work. They play a critical role in helping the firm achieve its objective to be the most successful independent advisory investment bank globally.

Job Overview:

Primary responsibility for this position is to provide a wide range of administrative support to the Head of the Mid West Region and coordinate/provide support for all professional staff located our Chicago Office. The individual must be well organized, able to work in a high pressure environment with little supervision, and remain flexible, proactive, resourceful, and efficient and maintain professionalism at all times. Applicants must have excellent written and verbal communication skills, excellent time management skills, strong decision making ability (anticipating any possible needs relating to rescheduling of activities and travel arrangements), and excellent attention to detail. Individual must also be a team player and must be able to work remotely with administrative support teams located in the New York office.

Role of office manager includes organizing and overseeing office operations and procedures following Firm standards – this includes coordinating office moves, equipment procurement, managing document storage and retention, providing knowledgeable support on office equipment (e.g. video conferencing), ability to troubleshoot and diagnose problems in conjunction with central support teams located in the New York office.

Key Responsibilities:

- Provide administrative support to bankers, including but not limited to, answering phones, making travel arrangements (including international travel), coordination and setup for meetings, calendar and appointment maintenance, presentation production, expense reporting, photocopying, greeting clients, etc.
- Responsible for timely preparation of banker expense reporting, accounts payable/receivable, invoice preparation, maintenance of billing files, and providing copies of bankers correspondence to Legal.
- Liaise with various internal and external parties, including clients and management, exercises sound judgment and discretion in dealing with highly confidential/sensitive business matters.
- Assist in the preparation of presentations, including but not limited to, organizing and collecting necessary material for presentations and creating and editing documents in Word, PowerPoint and Excel.
- In co-ordination with Property & Corporate Services management and following group guidelines Manage local purchasing and distribution of supplies.
- In co-ordination with Property & Corporate Services management and following group guidelines Ensure the facilities on a day-to-day basis is maintained to appropriate standards; coordinate with Property & Corporate Services team regarding any requests for changes or issues.
- Proactively manage space planning needs and coordinate with Property & Corporate Services team as required.
- Coordinate new hire orientation with other departments.
- Manage local vendors (e.g. equipment service, general construction, etc.).
- Ensure that necessary equipment is in place for new hire(s); Manage office space and coordinate office moves as required.
- Ability to handle large variety of details and work under pressure across all levels of organization.
- Other jobs & duties as assigned.

Qualifications:

Basic Qualifications:

- Minimum 4-5 years of experience as an Administrative Assistant.
- 1-2 years in office manager role or experience managing vendor provided services.
- Proficient in MS Office (Outlook, Excel, Word and PowerPoint) and use of Internet.
- Ability to work extended hours as required.
- Possess excellent organizational, communication and interpersonal skills.



- Able to submit proof of legal authorization to work in the U.S. on a permanent basis.

Preferred Qualifications:

- Bachelor's degree.
- Basic accounting experience including expense reports, processing accounts payable, managing personal expenses.
- Experience working in a corporate environment (financial or legal services preferred).
- 3+ years supporting Senior Executives.

Rothschild North America is an equal opportunity and affirmative action employer (M/F/Disability/Vet)