

Job Specification

Job Title: Administrative Assistant/Project Coordinator
Division: Rothschild Inc.
Location: New York, NY

Rothschild & Co

Rothschild & Co is one of the world's largest independent financial advisory groups. We offer a distinct perspective that makes a meaningful difference to our clients' business and wealth.

With a team of 3,400 talented financial services specialists on the ground in 50 offices around the world, we provide independent advice on M&A, strategy and financing, as well as investment and wealth management solutions to large institutions, families, individuals and governments. As a family-controlled business that has been at the center of the world's financial markets for over 200 years, we can rely on an unrivaled network of specialists and are known for our track-record of outstanding execution in financial services.

Overview of Role

The Administrative Assistant/Project Coordinator will provide comprehensive support to Analysts and Associates in the Global Advisory Division. The ideal candidate will have strong communication skills, interpersonal skills, and excellent organizational skills. The candidate will also work with minimal supervision to coordinate small projects from beginning to end, which may include breaking down tasks and setting goals/time lines to identify potential issues; creating/maintaining a project timeline and delegating tasks to others to ensure project completion.

Responsibilities

- Process banker expense reports using Concur
- Administrative duties such as scheduling meetings, coordinating domestic and international travel arrangements, hotel reservations, booking corporate cars, and dining arrangements
- Meeting coordination, which includes booking conference rooms, organizing catering services and audio visual, printing meeting material and requesting security passes
- Team player with interpersonal skills and demonstrated creativity skills
- Ability to develop strong relationships with key stakeholders across functional areas
- Provide floater coverage for administrative staff for vacation and other absences
- Assist with new hire onboarding for coverage area
- Organize office space for visiting employees from regional offices
- Assist with special projects, as needed
- Develop streamline reporting for select internal processes
- Perform research and other administrative tasks

Education and Qualifications

- Bachelor's Degree, preferred



Experience, Skills and Competencies Required

- Prior experience in finance, accounting, and/or travel service preferred
- Strong computer skills with excellent working knowledge of Microsoft Office
- Ability to communicate effectively with others and work well in a fast-paced team environment
- Ability to work under pressure and multi-task
- Proactive attitude and self-starter

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