

Job Specification

Job Title: Administrative Assistant
Division: Rothschild Asset Management
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.

Rothschild Asset Management

Rothschild Asset Management division offers the independent long-term perspective in bespoke asset management solutions, designed around the needs of each and every client.

We are a global multi-specialist asset manager delivering bespoke investment management and advisory services to institutional clients, financial intermediaries, and third party distributors.

Click here for more information on [Rothschild Asset Management](#).

Overview of Role

Rothschild Asset Management is seeking an administrative assistant who will support their Legal and Compliance and Risk Departments as well as various members of the broader team. The ideal individual is highly organized and able to prioritize when dealing with tight deadlines.

Responsibilities

- Assist the Legal and Compliance and Risk Departments with certain regulatory filings, internal reports and gathering employee certifications and acknowledgements
- Assist with organizing and maintaining legal and compliance-related files
- Exercise sound judgment and discretion in dealing with highly confidential and sensitive business matters
- Responsible for timely preparation of expense reports, accounts payable/receivable and maintenance of billing files
- Coordinate all travel arrangements, including scheduling meetings, coordinating domestic and international travel, hotel reservations, booking corporate cars and dining arrangements
- Manage and maintain all calendar entries and meeting coordination, which includes booking conference rooms, organizing catering services and audio visual, printing meeting material and requesting security passes



- Prepare presentation materials and decks for internal and client meetings, resolutions and maintain minute books
- Liaise with various internal and external parties, including clients, functional areas and management
- Provide back-up coverage and assistance as necessary

Education and Qualifications

- Associate's degree

Experience, Skills and Competencies Required

- Prior experience as an administrative assistant in financial services preferred
- Strong written and verbal communication skills
- Ability to handle a large variety of details and work under pressure across all levels of organization
- Willingness and interest in learning about asset management industry and its compliance programs and controls
- Proficient in Microsoft Office
- Ability to work extended hours when necessary

Rothschild North America is an equal opportunity and affirmative action employer. Disabled/Veterans Notice of applicant rights

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Notice of applicant rights (Supplement)

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