



Blueshift Asset Management is a quantitative investment management and research company headquartered in Red Bank, NJ. The firm currently manages a fund encompassing a combination of algorithmic and high-frequency trading strategies.

Our team comprises several PhD recipients from top universities, working together for 5-10 years. The firm's culture fosters a collaborative, multi-disciplinary approach focused on finding novel solutions to great challenges. We constantly pursue knowledge within an open, sharing, transparent and empowering environment.

Red Bank offers numerous cultural and recreational activities, consistently voted one of the best suburban towns in the U.S., conveniently situated near New York City, Philadelphia, and the Jersey Shore.

Job Description:

Blueshift Asset Management is hiring for the role of Executive Assistant / Office Manager.

We are interested primarily in experienced Executive Assistants and Office Managers from firms in finance, legal, technology, and similar professional environments.

Day to day duties include, but not limited to, managing office supplies, liaising with vendors, various project management responsibilities, and providing administrative support to C-suite individuals.

Please send your inquiries and resumes to jobs@blueshift.am

Blueshift is an equal opportunity employer.