

IEMME Consulting is looking for the next best Senior Administrative Assistant for one of our top Investment Management Clients in Menlo Park, CA.

We're in search of a self-starter with excellent communication skills and a can-do attitude. You will need to be extremely organized and operationally focused. In this role, you will partner closely with executives in implementing efficient standard operating procedures to support rapid growth within the company. Your success in this position will rely heavily on your passion to support and willingness to utilize your experience at the highest levels possible.

Responsibilities:

- Prioritize and manage complex calendars and schedules
- Attend meetings, communicating agendas, taking notes, and tracking action items
- Act as an extension of the Executive, taking on a wide breadth of tasks and responsibilities
- Manage Executive's emails, memos, documents, presentation decks, reports, etc.
- Drive cross-functional projects, programs, and team building events
- Autonomously navigate shifting priorities and requests

Qualifications:

- 3+ years of experience directly supporting 2 or more directors
- Experience in a rapidly growing organization
- Excellent written and verbal communication skills
- Exceptional interpersonal skills
- Ability to handle confidential information with discretion and emotional intelligence
- Impeccable problem-solving skills, with an ability to recognize opportunities

Desired:

- Bachelor's degree or equivalent relevant experience
- Extensive knowledge of Google: Gmail, Calendar, Sheets, Slides, Docs

This is an opportunity to join a team of proven professionals who value people, and who know the importance of growth and a chance at opportunity.

Meaningful careers is the vibe! Connect with me today, let's talk more about this opportunity, it's a quick fill.