

Arnerich Massena Position Posting: Executive Assistant

SUMMARY

Position overview: Client Associate

Arnerich Massena is searching for an Executive Assistant responsible for providing administrative, project management, and client support for the Co-CEOs and Leadership Team. They will manage executive calendars, meetings, travel, correspondence, and expenses, using judgment and discretion. The ideal candidate will possess a thorough understanding of the CEO's job and methods of work, procedures, views, and availability, as well as a general understanding of duties of staff in the organization.

About Arnerich Massena

Founded in 1991, Arnerich Massena is a West Coast-based investment consulting firm that provides discretionary and advisory services for institutional and private investors. The firm collaborates with private clients and families, and endowments and foundations. Arnerich Massena is distinguished by a focus on exceptional client service, top-tier investment research, and a long history of building creative, high-quality investment programs. For more information, please visit our website at www.arnerichmassena.com.

At Arnerich Massena, we believe that our people are our greatest asset. With this in mind, we offer a unique corporate culture and competitive benefits package. We are committed to community service and invite employees to spend a portion of their work week volunteering for our community service program. Throughout each year, the firm hosts events for employees to inspire an environment of engagement, appreciation, and team cohesiveness. Our benefits package includes comprehensive health, dental, and vision insurance; a 401(k)-retirement plan; and a generous sabbatical program. Visit our careers page at <https://arnerichmassena.com/careers>.

POSITION DETAILS

Essential Functions

- Responsible for detailed calendar management (Calendly) including scheduling meetings, appointments, video conferences (Zoom) and conference calls
- Manages emails including responding on behalf of senior leadership when required
- Make travel and guest arrangements as needed



- Schedule, plan and coordinate quarterly board of directors' meetings
- Prepare and edit correspondence, reports, and presentations
- Collect data and information as needed for topics to be reviewed in executive staff meetings or for department presentations
- Attend key in-person events and provide on-site support
- Work with advisors on client appreciation and recognition
- Other duties and tasks as assigned

Qualifications:

- Bachelor's Degree; or relevant experience
- Excellent interpersonal and verbal and written communication skills
- Strong administrative, planning, and organizational skills
- Able to prioritize assignments to meet deadlines, multi-task, and work with different time zones
- Exercise good judgment in a variety of situations
- Respect for confidentiality and discretion to effectively manage sensitive information
- Experience scheduling, booking, and coordinating travel arrangements
- Proven competency using MS Office applications; Outlook, Word, Excel, PowerPoint (at intermediate or advanced level)
- Working knowledge of CRM systems
- Meticulous diligence and accuracy
- Experience working with C-suite executives
- Driven to support advisors and fellow team members and contribute to the team's collective success.
- High level of comfort, effectiveness, and professionalism interacting with prospects, clients, custodians, CPAs, attorneys, and investment advisors and staff
- Proficiency in a variety of computer programs and online software, including Microsoft Office suite; familiarity with CRMs and internet-based work

Arnerich Massena seeks candidates who demonstrate a strong work ethic and the ability to be initiative-taking. Candidates must be committed to providing superior customer service with a focus on quality and resolving customer service issues in a timely manner. Diligence and strong organizational skills are required. This position requires both the ability to work effectively as part of a team and the ability to work independently. We seek candidates who can thrive in a challenging, fast-paced, and deadline-driven environment.



HOW TO APPLY:

Please send your resume and a cover letter via email or fax. We will review all submissions and contact only those candidates who meet the above requirements.

Shelly Kapoor, Chief Operating Officer

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