Executive Assistant – South Shore - Boston Area

Boutique wealth advisory firm is looking for an independent, extremely organized and professional Executive Assistant (EA) to work full-time with the founder and active COO. Our ideal candidate would be adept at managing emails, calendars, support projects and everything in between. We are a progressive and innovative firm working with a very select group of clients. We are all about the team approach and are looking to add a new colleague to our firm.

You are a polished yet personable, and very enthusiastic about serving as an extension of the firm. In addition, if you are a motivated self-starter, are results-oriented, comfortable with technology, and can think strategically, then this job posting could be the most exciting one you've reviewed this year.

This position provides an outstanding opportunity for you to work with a fast-growing and thriving wealth advisory firm located in Hingham, MA. The ideal candidate is a multi-tasking, critical thinker with tremendous organizational skills. The ability to effectively manage your time and prioritize is a must. You have discretion to be a trusted resource and keeper of confidential information - executives need to be able to trust the Executive Assistant to handle delicate information with care, understanding, and diligence. Most of all, you need a high level of integrity and a passion for administrative work.

Main Job Tasks & Responsibilities

- Responsible for reviewing emails, scheduling, and coordinating meetings, conference calls, and travel for Founder and COO.
- Interacts with clients on an everyday basis by answering phones, e-mails and coordinating face-to-face meetings in the utmost respectful and professional manner
- Welcomes guests into the office and answering/directing inquiries as needed
- Works with colleagues to print and prepare client presentations, marketing collateral and other important materials for client-related meetings
- Responsible for submitting the team's monthly Travel and Expense reports
- Creates, maintains, and archives documents in an organized filing system
- Compiles CRM database to ensure contacts are accurate and up to date
- Completes special projects as assigned
- Maintains confidentiality, trust and support at all times
- Liaise with our clients, advisors and other strategic partners
- Assist with the general management of the office

Education and Experience

- At least 3 years' experience providing support to C-Level executives
- Bachelor's degree preferred
- Prior work at a financial firm would be a plus
- Technology savvy: proficient or proven ability to quickly grasp tools that optimize our productivity as well as Word, Excel, PowerPoint, Outlook, etc. exclusively on PC
- Able to work a full-time week, 8:30-5:00 M-F

Apply now with your resume & cover letter to: ksaltonstall@sandycoveadvisors.com

Sandy Cove Advisors is an Equal Opportunity Employer