



WEALTH MANAGEMENT INVESTMENT CONSULTING

Job Title: Executive Assistant to Managing Partner
Location: Morristown, New Jersey

Massey Quick Simon is a Registered Investment Advisor that provides wealth management and investment consulting services for high net worth families, single family offices, endowments, and foundations. The Executive Assistant will perform diversified advanced secretarial functions and related administrative services for the Managing Partner. Requires knowledge of the organization and experience to effectively support the internal and external relationships of the office. Exercising discretion when dealing with personal contacts and demonstrating superior interpersonal and administrative skills.

Responsibilities

- Calendar management and scheduling travel arrangements
- Handle incoming calls, detailed messages and prepare call sheets
- Sort and route all incoming mail (business and personal)
- Process and log outgoing mail (US mail, FedEx, Inter-office correspondence)
- Organizing and maintaining office files
- Process Expense Reports (Corporate and Cash reimbursement)

Professional Leadership

- Help to foster a positive atmosphere within the office and with clients.
- Encourage teamwork and a collaborative spirit among colleagues.
- Represent professional behavior and etiquette at all times.

Qualifications

- 7-10 years of related experience in professional services.
- Must have excellent verbal and written communication skills.
- Strong organizational, time management, and attention to detail.
- Process-driven and proactive with excellent problem solving and analytical skills.
- Ability to type 60+ WPM
- Ability to manage multiple tasks while meeting deadlines.
- Must possess advanced skills in Microsoft Excel, Outlook, PowerPoint and Word.
- Experience with Expensify and Salesforce is a plus.

Salary & Benefits

- Salary and bonus are competitive based on industry standards and experience level.
- Benefits include dental, vision, health care, and 401(k) with company match.
- Financial support for professional accreditation and continuing education requirements.
- Transparent open-door culture and friendly working environment.
- Every employee is provided with a dedicated mentor and career path guidance.

Application

To apply, please submit a cover letter and resume to jobs@mqsadvisors.com and complete the online application at http://www.hrmcacclaim.com/ho3/abw/job_redirect.asp?did=98&jid=296