



Longfellow Investment Management Co., LLC (LIM) is an independent, 100% employee-owned investment firm managing over \$10 billion in domestic fixed income and alternative investment strategies. We manage separate accounts for our nationally based, institutional clients. LIM is a certified Women's Business Enterprise and an affirmative action – equal opportunity employer. LIM provides a small-firm, entrepreneurial environment with comprehensive investment industry exposure. In addition to salary we offer an attractive benefits package.

Office Administrator

LIM is seeking an office administrator who can handle the day-to-day tasks of a growing investment firm and provide office management and administrative support. This position will often be the initial voice and face of the firm to our clients and outside parties; therefore, the ideal candidate will possess a positive attitude, be detail orientated and organized, and able to multitask.

Primary Responsibilities:

- Manage LIM reception; make visitors feel welcome
- Serve as primary point person to answer, forward and address phone calls
- Coordinate staff travel including flights, hotels, trains and car service; prepare detailed itineraries
- Coordinate and schedule meetings and manage general office calendar
- Prepare expense reports
- Coordinate and supervise office events such as on/off-site meetings, luncheons and celebrations
- Assist the Finance & HR Officer in scheduling, hiring, on/off-boarding, and day-to-day accounting activities.
- Assist with preparation, formatting, and production of presentation materials
- Assume primary responsibility for filing, including creating filing systems where necessary and archiving materials for off-site storage
- Maintain supplies and equipment inventory, performing product and cost research and due diligence when applicable
- Supervise the maintenance of office equipment such as copier, phones and postage meter
- Receive, sort and deliver mail; manage outgoing mail
- Take responsibility for oversight of common office areas and needs
- Assist on additional projects as needed

Required Skills & Experience:

- Three years of experience in an executive assistant or office administrator position; customer service experience a plus
- B.A. or Associates degree
- Discretion & professionalism



- Highly effective written and oral communication skills
- Bookkeeping or Accounting experience preferred
- Knowledge of IT systems, routers, printers, etc.
- Intermediate to advanced skills in Microsoft Outlook, Excel, Word, and PowerPoint, and ability to quickly learn new programs
- Highly organized with attention to detail
- Flexible and entrepreneurial mindset with “get the job done” and take ownership attitude
- Ability to prioritize, multi-task and work well under pressure
- Ability to manage and deliver work independently; strong team player who can work across departments

To qualify for consideration, applicants must email a cover letter and their resume to:

jobs@LongfellowIM.com

Subject: Office Administrator

No calls or recruiters please