

Client Leadership - Our Vision

An independent investment consulting firm, Marquette Associates guides institutional investment programs with a focused client service approach and careful research grounded in real-world experience. We've served clients with a single mission for over 30 years – enable institutions to become more effective investment stewards. We are recruiting for an Executive Assistant to provide comprehensive administrative support to the CEO and other members of the leadership team including calendar management, travel arrangements, and meeting and event coordination.

Job responsibilities will include, but are not limited to:

- Coordinate domestic and international travel and itineraries including accommodations, reservations, and ground transport
- Process consultant expense reports
- Manage multiple complex calendars, meeting, conference and event scheduling for members of the leadership team
- Maintain client database, Salesforce, and provide training to new employees and members of the administration team
- Coordinate and execute events such as client outings and company group activities including but not limited to dining and social experiences
- Assist with non-profit client events and consultant board activities
- Assist in document and presentation creation using Microsoft PowerPoint and Excel
- Take diligent notes at leadership meetings; proactively manage follow-ups from the meetings
- Assist administrative team with phone coverage, scheduling, and other tasks
- Proactively check with and coordinate between leaders
- Perform other administrative tasks as needed

Qualifications:

- High school diploma with four (4) or more years of experience supporting multiple executives in the financial services field
- BA/BS in Communication, Business Administration or other relevant field preferred
- Proficiency in Microsoft Office; ability to create and edit Word, Excel, and PowerPoint documents
- Experience maintaining CRM database is required; experience with Salesforce is highly preferred
- Strong communication and writing skills
- Demonstrated ability to work in an organized manner and manage time efficiently and effectively
- Ability to maintain confidentiality
- Professional demeanor, approachable, proactive and adaptable to change and changing priorities
- Ability to interface comfortably with all levels of management

Marquette Associates offers competitive benefits, including medical, dental and vision coverage; flexible spending plans for health care and dependent care; generous time off benefits; 401(k) plan with company match and more.

We are an Equal Opportunity Employer.