



Our company is growing and we have a fast-paced, entrepreneurial and professional environment. We offer outstanding benefits and we are located in The Cira Centre which is accessible to all forms of public transportation.

EXECUTIVE / ADMINISTRATIVE ASSISTANT

Summary:

Serves as the “right hand” of the executive; managing the calendar and correspondence, scheduling meetings and controlling access.

Essential Duties and Responsibilities

- Represent the executive both internally and externally with complete confidentiality.
- Calendar management.
- Schedule meetings.
- Answer phones and direct incoming calls.
- Arrange travel schedules and reservations.
- Manage incoming and outgoing correspondence.
- Organize filing system.
- Works independently and contributes to team effort by accomplishing related results as needed including special projects.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

A minimum of 3 years experience in a support role.
Bachelors Degree a plus



Technical Skills and Abilities

Knowledge of Microsoft Office Suite

Problem solving and analytical skills required.

Knowledge of commonly-used concepts in the financial services field.

Ability to communicate (orally and in writing) in a professional manner when dealing with peer level executives and their staffs.

We offer an attractive benefits package including medical and dental, long and short-term disability, life insurance, a 401(k) Plan, paid holidays and a generous paid time off policy.

Please email resumes to HR@icpartners.com fax your resumes to 215-399-4469 or mail your resume to:

Human Resources

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