STAFF OPENING

Title: Administrative Assistant
Department: Law
Reports to: Deputy General Counsel - Securities Regulation

JOB SUMMARY:
Provides a wide range of administrative support for multiple attorneys. Requires a high level of accuracy, reliability and professionalism.

MAJOR DUTIES & RESPONSIBILITIES:

- Supports and assists multiple attorneys in accomplishing day-to-day responsibilities.
- Secures meeting rooms, makes any meal arrangements, sets up meetings and conference calls, tabulates RSVPs, and prepares necessary meeting and conference call materials.
- Provides assistance with typing, editing and formatting of memos, letters, testimony, PowerPoint presentations, and other documents.
- Answers phones and takes messages, assists members when possible.
- Follows Institute’s established procedures for memo processing, maintaining files, distributing documents, correspondence, making travel arrangements, filing expense reports, etc.
- Makes outlook appointments and maintains Outlook calendars.
- Researches and retrieves information from member and government websites.
- Provides assistance with conferences, workshops, and committee meetings.
- Maintains attorneys’ chron files and other files.
- Provides assistance department-wide when needed.
- Other duties as assigned.

MINIMUM JOB REQUIREMENTS
Knowledge, Skills & Abilities

- Proficiency with Microsoft Office products, including PowerPoint.
- Ability to work on multiple projects and ability to work under pressure.
- Ability to work with all levels of authority, both internally and externally.
- Excellent oral, written, and telephone communication skills.
- Ability to work independently.
- Excellent organizational skills, including the ability to coordinate multiple tasks and handle complex assignments.
- Strong attention to detail and accuracy in completing assignments, including good proofreading, grammar, and analytical skills.
- Ability to travel overnight and work overtime as necessary.
Education and Experience

- Undergraduate degree preferred and minimum 3 years administrative office experience or an equivalent combination of related education and experience.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.