

STAFF OPENING

Title: ICI Global Administrative Assistant
Department: ICI Global
Reports To: Chief Counsel, ICI Global

ICI Global carries out the international work of the Investment Company Institute, the leading global association representing mutual funds, ETFs, and other regulated funds. ICI seeks to encourage adherence to high ethical standards, promote public understanding, and work to advance the interests of funds, their shareholders, directors, and advisers. ICI Global has offices in London, Hong Kong, and Washington, DC.

We currently have an Administrative Assistant position available in our Washington, DC office.

As a member of ICI Global, this individual provides a wide range of administrative support for the Chief Counsel and attorneys for various department activities. This position requires a high level of accuracy, reliability and professionalism.

Essential functions of this role include:

- Handles all aspects of international travel arrangements for staff including booking flights and hotels, scheduling meetings, preparing itineraries and briefing books, as well as submitting reimbursement requests.
- Coordinates and prepares for various meetings and conference calls in multiple time zones including meeting logistics, monitoring attendance, audio visual and materials set up, and distribution of information for meeting attendees; makes arrangements for international shipment.
- Processes official Institute memoranda. Follows the Institute's established procedures for memo processing.
- Maintains Outlook calendar and contacts for Chief Counsel and attorneys as well as maintains extensive office database of international contacts.
- Answers phones and takes messages, assists members when possible. Greets and assists visitors.
- Monitors and processes for payment outside counsel and consultant bills for ICI Global.
- Drafts routine correspondence and helps prepare attorneys' PowerPoint presentations.
- Maintains ICI Global DC's office leave records and calendars; orders, organizes, and distributes office supplies and equipment.
- Provides support and coverage for other department assistants during absences or periods of high workloads.
- Coordinates with other ICI Global assistants in London and Hong Kong regarding meetings, conference calls, materials, and travel arrangements.
- Other specific duties and projects as assigned by the Chief Counsel and attorneys.

If you have the following credentials, we encourage you to apply:

- Undergraduate degree and minimum of 3 - 5 years administrative office experience preferred or a combination of related education and experience.

- Ability to deal effectively with Institute staff at all levels, senior management of member firms, consultants, and government agency staff.
- Ability to work with a high degree of independence, discretion, and personal initiative.
- Proficiency with MS Office (Outlook, Word, Excel, and PowerPoint) with a proven ability to use or quickly learn to use Institute mail merging and software applications.
- Ability to work on multiple projects and ability to work under pressure.
- Excellent oral, written, and telephone communication skills.
- Self-starter, goal oriented, provides timely feedback on progress made with assignments.
- Excellent organizational skills; ability to prioritize and coordinate multiple tasks, handle complex assignments, and work in a fast pace environment.
- High degree of attention to detail and accuracy in completing assignments, including good proofreading, grammar, and analytical skills.
- Ability to work overtime as necessary.

ICI offers competitive pay, excellent benefits to include a comprehensive medical plan, generous 401(k) retirement savings plan, paid leave, commuting subsidies, and tuition reimbursement as well as training and development opportunities. Based in Washington, DC, ICI is conveniently located next to McPherson Square Metro station.

To be considered for the position, email your cover letter and resume to employment@ici.org

ICI is an Equal Opportunity Employer that values diversity and inclusion in the workplace.