INVESTMENT COMPANY INSTITUTE
STAFF OPENING

Title:	Administrative Assistant
Department:	Operations
Reports To:	Chief Industry Operations Officer and Director, Securities Operations

JOB SUMMARY:

Responsible for providing a wide range of administrative support to the Chief Industry Operations Officer and Director of Securities Operations for various department activities. The position requires a high level of accuracy, reliability and professionalism.

MAJOR DUTIES & RESPONSIBILITIES:

- Maintains the Outlook calendar and contacts for the Chief Industry Operations Officer and Director, and makes necessary travel and meeting arrangements, including the processing of expense reimbursements.
- Answers phones and takes messages, assists members when possible. Greets and assists visitors. Receives, opens and routes mail; prepares mail and FedEx pick-ups as needed.
- Plans and prepares for various committee and task force meetings, and conference calls including meeting logistics, monitoring attendance, audio visual and materials setup and distribution of information for meeting attendees.
- Assists with various department projects, including data input, result analysis and careful administration of results to applicable participants.
- Provides support and coverage for other department assistants during absences or periods of high workloads.
- Facilitates email communications and registered memos and mailings for various groups and committees.
- Processes and files memos, maintains department and CIOO files, distributes documents and correspondence, organizes internal staff meetings, conference calls and project activity reports.
- Assists with preparation and organization of conferences, workshops and webinars conducted annually and on an ad-hoc basis by the department.
- Processes all Operations department disbursements, maintains applicable records and monitors department expenses; works closely with the Accounting department to confirm that all charges are correctly coded to the appropriate accounts; and assists in the preparation of the departmental budget.
- Maintains department leave records and calendar; orders, organizes and distributes office supplies and equipment.
- Other specific duties and projects as assigned by the CIOO and Director.

MINIMUM JOB REQUIREMENTS

Knowledge, Skills & Abilities

- Ability to deal effectively with Institute staff at all levels, senior management of member firms, consultants and government agency staff.
- Ability to work with sensitive and confidential information.

- Ability to work with a high degree of independence, discretion and personal initiative.
- 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 paced environment.
- Excellent oral, written, and telephone communication skills.
- Proficiency with MS Office (Outlook, Word, Excel and PowerPoint) including the ability to create and maintain spreadsheets, prepare presentation slides and produce customized reports.
- Proven ability to use or quickly learn to use Institute mail merging and software applications.
- High degree of attention to detail and accuracy in completing assignments, including good proofreading, grammar and analytical skills.
- Prior experience in a team-oriented, collaborative environment.
- Ability to gain fundamental knowledge of mutual fund industry.
- Ability to travel overnight (on a limited basis) and work overtime as necessary.

Education and Experience

- Bachelor's degree strongly preferred.
- Minimum of 3-5 years administrative experience with senior level executives preferred, 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.