

Job Specification

Job Title: Administrative Assistant
Division: Global Advisory
Location: Washington, D.C.

Rothschild & Co

Rothschild & Co is one of the world's largest independent financial advisory groups. We offer a distinct perspective that makes a meaningful difference to our clients' business and wealth.

With a team of 2,800 talented financial services specialists on the ground in 40 countries across the world, we provide independent advice on M&A, strategy and financing, as well as investment and wealth management solutions to large institutions, families, individuals and governments. As a family-controlled business that has been at the centre of the world's financial markets for over 200 years, we can rely on an unrivalled network of specialists and are known for our track-record of outstanding execution in financial services.

Overview of Role

The primary responsibility for this position is to provide a wide range of administrative support to a diverse group of people and assist with all accounting for the Rothschild Washington D.C. office. The ideal candidate must be well organized, able to work in a high pressure environment with little supervision, and remain flexible, proactive, resourceful, and efficient while maintaining professional at all times. Must have excellent written and verbal communication skills, strong decision making ability and excellent attention to detail are crucial.

Responsibilities

- Provide administrative support to bankers, including but not limited to, answering phones, making travel arrangements, coordination and setup for meetings, calendar and appointment maintenance, presentation production, expense reporting, photocopying and greeting clients
- Support the office administrator with, including but not limited to, banker expense reporting, accounts payable/receivable, invoice preparation and maintenance of billing files
- Liaise with various internal and external parties, including clients and management, while exercising sound judgment and discretion in dealing with highly confidential/sensitive business matters
- Assist in the preparation of presentations, including but not limited to, organizing and collecting necessary material for presentations and creating and editing documents in Word, PowerPoint and Excel
- Other jobs & duties as assigned

Education and Qualifications

- Bachelor's degree



- Prior experience as an Administrative Assistant
- Proficient in MS Office (Outlook, Excel, Word and PowerPoint)
- Ability to work overtime as required

Experience, Skills and Competencies Required

- Accounting experience including expense reports, processing accounts payable, managing personal expenses and vendor statements
- Possess excellent organizational, communication and interpersonal skills
- Familiarity working in a corporate environment

Rothschild Inc. is an equal opportunity and affirmative action employer (M/F/Disability/Vet)