

Job Specification

Job Title: Office Manager/Administrative Assistant
Division: Global Advisory
Location: Palo Alto, CA

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 3,400 talented financial services specialists on the ground in 50 offices around 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 center of the world's financial markets for over 200 years, we can rely on an unrivaled network of specialists and are known for our track-record of outstanding execution in financial services.

Rothschild Global Advisory

We provide impartial, expert advice to large and mid-sized corporations, private equity, families and entrepreneurs, and governments. We design and execute strategic M&A and financing solutions for our clients and act as a trusted partner, taking a long-term and independent view on the challenges they face.

Our deep understanding of financial markets, the high volume of transactions we advise on, and our unrivalled network of industry and financing specialists in 40 countries, provide clients with a comprehensive perspective to achieve their strategic goals.

Our distinct perspective allows us to achieve outstanding results for our clients and act as their most trusted advisers over the long term.

Click here for more information on [Rothschild Global Advisory](#).

Overview of Role

The ideal candidate will possess working knowledge for various business functions and will have direct oversight over all office operations, providing a wide range of administrative support to both the Global Head of Technology and professional staff in the Palo Alto office.

Responsibilities

- Provide administrative support to bankers at the Palo Alto office, including travel arrangements, expense reporting, meeting setup and calendar maintenance
- Act as main point person for office inquiries from both internal and external parties
- Ensure the office is maintained to appropriate standards on a day-to-day basis
- Coordinate all logistics related to office moves



- Monitor and maintain office supply inventory
- Manage document storage and retention
- Provide technical support for office equipment and systems
- Diagnose and troubleshoot problems in conjunction with central support teams located in the New York Office
- Plan and execute special events for the Palo Alto office
- Assist with coordinating and hiring of administrative staff for the Palo Alto office
- Onboard new employees at the Palo Alto office
- Manage space planning needs and coordinate with the Property and Corporate Services team, as required
- Assist in the preparation of presentations utilizing Microsoft Office (Outlook, Excel, Word and PowerPoint)

Education and Qualifications

- Bachelor's Degree

Experience, Skills and Competencies Required

- Basic accounting experience including expense reports, processing accounts payable and managing personal expenses
- Experience working in a fast paced corporate environment supporting senior executives, financial or legal services preferred
- Prior experience as an administrative assistant, office manager or managing vendor provided services
- Exercise sound judgment and discretion in dealing with highly confidential/sensitive business matters
- Excellent time management skills and attention to detail
- Proficient in MS Office (Outlook, Excel, Word and PowerPoint)
- Flexibility to work outside of business hours
- Possess excellent organizational, communication and interpersonal skills
- Experience with setting up and running special events for groups up to 40

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Notice of applicant rights (Supplement)

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