

# JOB TITLE: TEAM ASSISTANT – ADVISORY / ORIGINATION

## ROLE OVERVIEW

We are looking for an enthusiastic and hardworking Team EA to join our New York office working in our Advisory and Origination team. The Role will offer dedicated support to our Head of North American Advisory, as well as diary management, travel and expenses for the team, and support for marketing activities. We pride ourselves on our high standards and peerless execution, so the ideal candidate will have a naturally high attention to detail and approach all interactions (both internal and external) with professionalism and maturity.

For key responsibilities, please see the section below. This role provides a varied day to day schedule and comes with excellent employee benefits (including 23 days of annual leave plus Christmas closure).

## KEY RESPONSIBILITIES

### PRIMARY RESPONSIBILITIES (Not limited to...)

- ▶ Providing support to the Head of North American Advisory and the Advisory and Due Diligence teams
- ▶ Inbox management of one Principal
- ▶ Diary management including internal and external meetings, conference calls across multiple time zones and some personal appointments for the Principal
- ▶ Rescheduling of meetings / diary where appropriate, sometimes at short notice
- ▶ Organization of travel to and from meetings plus travel arrangements for meetings abroad
- ▶ Organization of events and closing dinners
- ▶ Liaising with clients and client-peers
- ▶ Document preparation
- ▶ Expenses
- ▶ Gate-keeping calls
- ▶ Miscellaneous tasks and ad-hoc logistics

## SKILLS AND DESIRED CHARACTERISTICS

- ▶ Professional, confident and articulate character
- ▶ Fast learner with the ability to demonstrate initiative
- ▶ Must be able to remain calm and work well under pressure
- ▶ Able to communicate clearly with the rest of the team and external parties
- ▶ Extremely organized, unflappable and good with multitasking and timekeeping
- ▶ Excellent / good experience with Microsoft Suite
- ▶ Minimum three years' solid EA experience (within Private Equity or Financial Services a bonus)

## HOW TO APPLY

- ▶ Please send your CV and covering letter to: [careers@rede-partners.com](mailto:careers@rede-partners.com)

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