

Family Office Metrics

Family Office Metrics is the leading provider of business consulting to the family office industry. Family Office Metrics also provides informative research, conferences and events about technology, operations and business strategy for family offices and ultra high net worth investors and advisors.

Family Office Metrics is a growing firm with a central office in mid-town Manhattan that serves a global client base through a network of partners and consultants in the US and Europe. The office environment is friendly, fun, fast paced and creative.

Office Manager / Administrative Assistant

The Office Manager / Administrative Assistant is responsible for ensuring that the day-to-day office administration, the support of company executives and consultants and the administration and support of company sponsored events and conferences is executed professionally, efficiently and effectively.

Office management / executive support duties (60% of time on average)

- Provide professional desk coverage as primary phone and receptionist presence during normal business hours
- Deliver professional communication and collaboration capabilities with all clients, partners, consultants, staff and others who interact with Family Office Metrics
- Create, edit and refine partner and consultant documents using Microsoft Word, Excel, PowerPoint and Visio for final review before release to clients
- Maintain shared documents and data folders in the company knowledge base using Microsoft SharePoint and maintain office physical files
- Support the monthly closing process and the recording of partner and consultant time sheets and expense reports in the company systems at the direction of the Chief Administrative Officer
- Schedule and update multiple company calendars including internal meetings, teleconferences, client meetings and office conference room using Microsoft SharePoint, Outlook and CRM
- Arrange and monitor travel for partners and consultants using the internet or outside agents, including itineraries, trip files, supplies and expense report documentation
- Create, update and maintain client permanent folders, including contracts, non-disclosure agreements and other permanent records
- Create and update certain employee and consultant permanent folder information at the direction of the CEO

- Provide basic back-up support (helpdesk) to partners and consultants at the direction of the IT Director on Microsoft Office applications
- Provide basic front-line support to partners, consultants and visitors on all shared office network operations, including wireless access for visitors, printers, fax machine and phone system, including voicemail operations
- Manage office supplies budget and inventory by anticipating needs to ensure that supplies and resources are available as required
- Serve as primary contact with building supervisor to ensure good relations and compliance with building policies, including serving as fire marshall
- Provide back-up to Marketing Assistant on Microsoft CRM input and reporting at the direction of the CEO
- Provide back-up to CEO Personal Assistant on sales opportunity tracking, communications materials and follow-up at the direction of the CEO

Event administration and support (40% of time on average)

- Assist with the production of marketing materials for company events (conferences, webinars and other activities) including brochures, email communications, newsletters and hand-outs
- Coordinate and assist in the planning, organizing and marketing of all company events
- Execute multi-channel marketing plans and assist in the development of marketing plans and strategy
- Manage event registrations, including client service, payment processing using the internet and any required attendee follow-up
- Ensure high level of accuracy and quality of all public messages including direct mail, email, brochures and website
- Maintain and update website
- Attend events and manage on-site registration process; coordinate audio visual and technical support to speakers and sponsors on-site
- Secure and maintain continuing education certification for events
- Prepare and ensure timely delivery of all event materials for distribution, including signage, booklets, thumb drives, badges and all other printed materials

Required Qualifications

- High level of proficiency in Microsoft Office, including Word, Excel, PowerPoint, Outlook and Visio
- Polished, professional appearance
- Strong time management and organizational skills
- Excellent oral and written communication skills

- Outstanding client service and administration skills
- Inquisitive mind with ability to focus on detail
- Ability to work under pressure, independently and as a team member
- Bachelors degree required
- 3 years relevant business experience preferred

Salary & Benefits

- Competitive salary based on skills and experience – please submit your requirements with resume
- Position is bonus eligible
- Health insurance subsidized
- 15 paid days off for sickness or vacation
- 7 paid Company holidays
- Annual performance review

Family Office Metrics
424 Madison Avenue
4th Floor
New York, New York
10017
www.fametrics.com

Candidates interested in this position should submit a résumé, cover letter and salary requirements to careers@fametrics.com