



CONFLUENCE

Job Title: Executive Assistant
FLSA Status: Full-Time/Exempt
Supervisor: Vice President of Professional Services

Date: September 20, 2009
Department: Professional Services
Job Code: PSC-09-004

Confluence is the global investment management industry's leading provider of automated data management solutions. Confluence helps investment management companies gain unprecedented control by automating the collection, creation, confirmation, and of delivery investment product data. The Confluence Unity™ platform addresses a wide range of problems—from performance measurement to customized reporting—for a full array of domestic and international products, including mutual funds, and variable products, hedge funds, and alternative investments.

Purpose

The Executive Assistant is responsible for supporting our Vice President of Professional Services and administrative tasks associated with supporting our Professional Services Consulting organization. This individual will manage schedules, and arrange appointments, travel, meetings, conference calls, etc. This work requires some analysis and use of initiative and independent judgment with frequent access to confidential and highly complex information.

Responsibilities

- Coordinates the Vice President's schedule making appointments and establishing agendas
- Manages all confidential material relevant to company operations
- Assists with the preparation of weekly/monthly reports for members of the PSC team
- Arranges and coordinates all business travel
- Coordinates and arranges all PSC meetings as well as coordinates use of conference rooms and use of outside facilities, if required.
- Ability to prioritize and multi-task efficiently
- Serves as a contact for internal and external customers of the company
- Other duties as assigned

Education and Work Experience

- Requires minimum of 5-7 years experience in executive administrative positions in a corporate setting.
- Bachelor's degree in business or equivalent experience
- Proficiency with all Microsoft Applications
- Strong attention to detail
- Excellent written and verbal communications skills
- Strong interpersonal skills
- Expertise with all Microsoft Office products—particularly Access and Excel



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To apply for this position, please send a cover letter (including job code) and resume.

Attn: Human Resources

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