

# United States Jobs Expertini®

## Executive Assistant

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Company: Sheffield Haworth

Location: United States

Category: other-general

Introduction Sheffield Haworth is a global consultancy founded in 1993. We have a history of placing executives in high impact roles year after year, giving clients a competitive advantage in a fast-changing world. Our vision is to be the leading global consultancy in people and transformational change. We specialise in executive search and interim placements, leadership advisory, change management, and information and data services. Clients benefit from deep industry insights, our wide-ranging networks and high standards of delivery from our global team. We work with private and public companies across financial services, professional and business services, high-growth technologies, and multinational corporates. Sheffield Haworth has undergone significant growth and expansion since inception, now employing over 200 professionals in 12 global offices throughout the Americas, Europe, Middle East and Asia Pacific regions. We are proud to be an equal opportunities and disability confident committed employer.

**Project Coordinator / Executive Assistant**

Project Coordinators / Executive Assistants at Sheffield Haworth are integral to our business, interacting with nearly all our stakeholders, both external and internal. They are responsible for managing schedules, communications, and other administrative elements of a team and their relevant searches. This particular role will work with the Global Real Assets group's New York team, which comprises 8 other professionals and is closely aligned with the real assets professionals around the world in London, India, and Dubai. The group serves institutional clients in the Real Estate, Infrastructure, Energy, and Hospitality sectors. Clients include private equity firms, banks, developers, and sovereign wealth funds, among others. This team is a tightly knit group in growth mode, with a high-performance and team-

oriented culture. There is another Project Coordinator / EA in New York with whom the successful candidate will work closely. In addition to assisting the team with all their administrative needs, part of a PC/EA's role is working with the wider operations team to support the smooth running of the New York office. This role requires three or more days per week in office. Key responsibilities will include:

- Maintaining a heavy, ever-changing calendar for colleagues
- Scheduling client and candidate meetings
- Producing documents including, but not limited to, marketing presentations, candidate CVs, and internal reports
- Preparing client material and candidate profiles, collating and presenting team data and market information
- Coordinating travel, both international and domestic
- Processing expenses
- Planning, executing, and finalizing ad hoc projects according to strict deadlines
- Managing the candidate database, communication, and reporting for Global Real Assets
- Tagging client, candidate, and business development meetings appropriately in the company's database
- Assisting with research reports and updating information on our file-sharing systems and in our databases
- Proof-reading and checking client-facing documents
- Providing ongoing support in all aspects of the executive search process
- Handling confidential corporate material with discretion
- Answering and directing telephone calls
- Providing general administrative support for the team and the New York office, according to needs that arise
- Dealing with initial IT enquires and needs before directing queries to the IT help desk
- Working 4 or more days in the office

**Skills & Attributes**

Sheffield Haworth is looking for a Project Coordinator / Executive Assistant who is proactive, innovative, and discreet. A successful applicant will have:

- A proven track record in a team assistant, executive assistant, or coordination role
- Natural decision-making ability, supported by strong judgement and resourcefulness, even when under time pressure
- First-rate organizational skills and outstanding attention to detail
- An interest in operating in a fast-paced environment
- Excellent IT skills, including advanced knowledge of Word, Excel, Outlook, and Power Point
- Database skills and accurate touch typing
- Effective prioritization and time-management skills
- A proactive, willing, and adaptable approach
- The ability to learn quickly and independently if required

**Salary & Benefits** This is a permanent full-time position, Pay Range Guidelines for this Position: The salary range for this position is \$70,000 to \$80,000. Compensation is based on several factors including—but not limited to—education, work experience and skills. We may consider higher salaries for overqualified and exceptional candidates.

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