Senior Administrative Assistant

UNCMC is seeking to hire a proactive, professional, and enthusiastic Senior Administrative Assistant to provide administrative support to individuals on the Private Investment Team, the Public Investment Team, and the Investment Strategy & Risk Management Team. The scope of responsibilities will vary by the individual’s needs, but mainly include calendar management, coordinating international and domestic travel arrangements, organizing meetings and conference calls, updating internal systems, preparing, and processing expense reports, and documenting messages. This position also provides backup support to other members of the Admin Team.

What you will be doing:

• Performing extensive calendar organization and management
• Handling a high volume of messages and emails and relaying information in a timely manner
• Coordinating and scheduling internal and external meetings, conferences, and special events
• Coordinating high volume, sometimes complex, domestic and international travel arrangements, including re-arrangements as needed
• Preparing and submitting travel and expense reports in a timely manner
• Entering data into the Customer Relationship Management system, as needed
• Prioritizing a variety of time-sensitive tasks
• Working closely with other administrative assistants across the company, providing backup as needed
• Carrying out any other duties as may reasonably be required

What makes you a successful applicant:

• High School diploma or equivalent required; Associate degree preferred
• 5-7 years professional experience in a role that performed the scope of responsibilities for this position (preference to investment management or financial service firms)
• Professional interpersonal and written communication skills
• Sound judgment making skills, enabling decisions that promote smooth workflows
• Strong computer skills – MS Office or equivalent
• Experience with email and calendar management
• Ability to learn new computer systems and skills
• Strong project management and organizational skills
• Ability to multitask and work effectively in a fast-paced environment with changing priorities, adapting accordingly

Apply!
If you are interested in joining us in Chapel Hill, please submit your resume to employment@uncmc.unc.edu and include “Senior Administrative Assistant” in the email subject line.

UNCMC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We are excited to hear from you!