

AEW CAREER OPPORTUNITY

Administrative Assistant

Private Equity

LOCATION: BOSTON

Main Purpose of the Role

AEW is seeking an Administrative Assistant for a large team of real estate investment professionals. The job is a great mix of reactive (responding to team requests) and proactive (anticipating needs and providing materials/ support/ service accordingly).

Responsibilities

- Triage and respond to internal and external requests with a positive and professional attitude.
- Format client reporting for design consistency under tight deadlines.
- Manage all tasks and actions necessary to complete a quarterly appraisal engagement process
- Coordinate with fund operations team to determine which properties are due for Appraisal
- Confirm that valuation information has been entered into our internal systems by the Asset Management team
- Salesforce and Intralinks maintenance as well as work in Smartsheets
- Onboards new funds to Intralinks (sets up exchange, mailing lists, etc.)
- Provide support for large initiatives (such as deploying new software or reporting templates); planning, managing the process toward deadlines, and communicating progress to team members.
- Work with other department Administrative Assistants to share best practices and ensure consistency in client reporting.
- Book and manage travel and process expense reports.
- Provide administrative support on special projects.

Skills/Experience Required

- Strong attention to detail, problem solving skills, and written and oral communication skills.
- Self-starter, ability to be self-directed.
- Efficient organizational skills.
- Ability to multitask while managing time effectively and prioritizing competing deadlines.
- Mastery of a variety of computer software applications, especially Microsoft Word, Excel, PowerPoint, and Publisher. Familiarity with PDF files is a plus.
- Ability to work independently and anticipate the needs of team members as recurring reporting and project deadlines approach.
- Sense of ownership over the role and a desire to streamline existing processes and suggest improvements.
- Willingness to work extended hours when necessary.
- 3-5 years of experience providing administrative and project support to multiple individuals.

To apply for this position please e-mail your resume to Jobs@aw.com

AEW Capital Management is an equal opportunity employer.