

AEW Career Opportunity

AEW Private Equity Administrative Assistant

Boston

AEW is seeking an Administrative Assistant for a large team of real estate investment professionals (executive-level support for two portfolio managers and seven asset managers; limited clerical/administrative support for an additional 17 associates). 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.
- Troubleshoot technical and formatting problems in Microsoft Word, Excel, PowerPoint, and Publisher for team members.
- 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.
- Coordinate execution of legal documents across departments in Boston and with our LA office.
- Work with other department Administrative Assistants to share best practices and ensure consistency in client reporting.
- Prepare correspondence and presentation materials based on general or specific instructions and data provided by team members.
- Organize heavy meeting schedules, extensive travel arrangements including off-site meetings and conferences, as well as prepare expense reports.
- Provide administrative support on special projects.

Skills/Experience Required

- Work effectively and cooperatively as part of a team.
- Strong attention to detail, problem solving skills, and written and oral communication skills.
- 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.
- Discretion in screening telephone calls and appointments as needed.
- 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.

