

Office Manager

We are seeking an exceptional individual to serve as an Office Manager at our Boston & NYC offices. The Office Manager is a key member of our team who will provide administrative support for team members in our Boston and NYC offices acting as the point of contact with senior management and other offices to meet corporate objectives. Maestro is looking for an organized and goal-oriented individual to help keep our office operations running efficiently. From providing high-level executive assistant support to two partners, as well as managing the onboarding and training of the new Boston and NYC employees, this individual will support the overall operations of the two offices. A successful candidate will have the opportunity to grow into multiple roles within the firm.

Responsibilities:

- Provide administrative support for team members in Boston and New York offices
 - Act as point of contact with senior management and other offices to meet corporate objectives
- Provide high-level executive assistant support to two partners, including:
 - Calendar management
 - Time entry
 - Expenses
 - Travel
 - Contacts
 - General administrative support
- Manage Boston and NYC offices
 - Act as 'go to' person on site for any office issues (technology, building issue, etc.)
 - Liaise with building management on all matters
 - Organize seating
 - Coordinate shared resources, such as conference room access
 - Manage office supplies, kitchen purchases and budget
 - Overall office environment and liaise with technology staff to ensure usable work environment
- Manage the training process for new Boston and NY employees to ensure the successful onboarding of Boston and NY team members
 - Coordinate with HR, technology, and client teams
 - Manage onboarding checklist, develop training schedule, coordinate logistics and schedule in-office and hybrid trainings
 - Train new staff on office procedures
 - Act as a central point of contact for new team members to answer questions, resolve issues
- Manage office moves
 - Work with senior management to identify office space needs and help implement appropriate solutions
 - Oversee timeline, logistics and planning
 - Coordinate with internal team and suppliers: furniture, utilities, building management, technology oversight
- Plan corporate events
 - Organize formal and informal team member events and culture-building activities
 - Organize events for our network of professional advisors
- Oversee and manage high volume of incoming and outgoing correspondence
- Manage administrative staff

Skills and Experience for Success:

- Professional appearance, demeanor and phone manner.
- Direct experience interacting with clients and the general public in a positive, professional manner.
- Critical and strategic thinker who thrives in a fast-paced, dynamic, complex environment
- Excellent verbal and written communications skills.
- Adherence to high confidentiality standards.
- Proficiency in all Microsoft Office programs and internet research is required.
- Salesforce CRM software and/or QuickBooks experience is a plus.
- Strong typing, proofreading and business correspondence skills.
- Proactive approach; keen ability to anticipate needs.
- Demonstrate good judgment and an appropriate sense of urgency.
- Strong attention to detail, accuracy, and the ability to organize, prioritize, and execute successfully in a fast-paced environment.
- Adhere to deadlines and commitments, follow up as needed.
- Team player with a high EQ willing to roll up their sleeves to accomplish the diverse needs of the role.

Qualifications:

- This role requires working on-site in our downtown Boston office Monday through Friday, 9 am – 5 pm, with the ability to work overtime as needed.
- Occasional travel to New York City office
- Bachelor's or Associate's Degree required
- 5+ years prior office administration experience in a professional services firm or related area
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Position Reports to:

Director, Finance & Administration

Compensation:

Maestro Family Office offers outstanding compensation packages where you will be rewarded for your experience and recognized for the value you bring to our team of professionals. Our packages also include discretionary bonus targets, generous retirement plan company matching, medical and dental benefit options and more. We offer team rotation opportunities, specialized educational courses and seminars, company events, senior mentor programs and community service events.

Location:

The position will be based in Boston, MA office and will require you to be in-office 5 days a week and have the ability to travel to our NYC office as needed.

To Apply:

Visit the Maestro Careers page at <https://maestros.com/careers/>