



## Office Administrator

*Boutique sustainable investment firm seeks Office Administrator for full-time position. Applicant will join team operating from our main Boston, MA office.*

### About the Firm

Boston Common Asset Management is an investment manager and leader in global sustainability initiatives, specializing in long-only, globally focused equity strategies. Boston Common managed over \$2.8 billion in assets, as of December 31, 2019. We currently have 36 employees in two offices. Boston Common, independent and employee owned, is committed to a diverse workforce and encourages employees to participate in community and social outreach. [www.bostoncommonasset.com](http://www.bostoncommonasset.com)

### Duties

The Office Administrator will work across all areas of the firm with primary responsibility for general office management and assisting CEO and other senior personnel with their administrative needs. Responsibilities include; calendar scheduling/meeting coordination and appointments for key senior executives, answer, filter and direct phone calls and greeting visitors, maintain and order office, kitchen, and mailing supplies, coordinate conference room usage and related needs, IT and office equipment requests, internal office moves, new hire arrival and assist with facilities management, and the office security system. This position manages domestic and international travel for senior executives. In addition, the Office Administrator assists with industry conferencing planning and events. Overall, as Office Administrator, you will apply your diligence, talent, and creativity across task categories and skill sets as needed to facilitate the smooth functioning of our business.

### Qualifications

We seek an organized, detail-oriented and highly motivated individual with a can-do attitude. The position calls for a trustworthy and flexible individual with excellent interpersonal skills, project coordination experience and the ability to work well with clients, vendors and all levels of internal management and staff, as well as outside vendors. Independent judgment and excellent time management skills are required to plan, prioritize, and organize a diversified workload utilizing strong computer and internet research skills. The candidate must be team player who can also work autonomously and be professional in appearance and manner.

Bachelor's degree and at least one year of experience in office management is required. Compensation will depend on experience and qualifications. Boston Common Asset Management offers a competitive benefits package, including medical, dental and 401k plans.

Boston Common Asset Management is committed to fostering a diverse and inclusive work environment because we believe diversity enriches our efforts and aligns with our integrated investment approach. Boston Common Asset Management is an Affirmative Action-Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military/veteran status, sexual orientation, gender identity or expression, marital status, genetic information or any other protected status.

**To Apply:** Send resume, salary requirements and cover letter to [recruiting@bostoncommonasset.com](mailto:recruiting@bostoncommonasset.com) and use subject line "Office Administrator". No phone calls please.