

PROGRESS INVESTMENT MANAGEMENT COMPANY

Progress Investment Management Company (“Progress”) is a San Francisco-based institutional asset management firm with \$6.8 billion in assets under management as of February 28, 2019. The firm manages assets exclusively for public, union and corporate pension funds, health and welfare funds, foundations and endowments. Progress employs a manager-of-managers strategy executed through the use of emerging managers identified as unique, smaller, younger and often minority- and/or women-owned firms.

We are seeking highly adaptable and flexible **Senior Administrative Assistant/Liaison** with superior attention to detail and follow-through skills to support Progress’ Investment team. This role is highly dynamic in nature and will require strong management capabilities and the ability to quickly shift priorities in a highly adaptive environment.

Job Responsibilities:

- Lead all facets of Chief Investment Officer’s administrative responsibilities
- Assist the CIO in project prioritization
- Represent the firm in interactions with clients, partners, and internal stakeholders
- Administration of departmental needs
- Develop and own tracking system for the Investment department including recording, dissemination, and progress tracking on open action items
- Departmental communications
- Meeting preparation, including agenda, materials, required attendee briefings
- As necessary, lead construction of supporting materials
- Handling details of a highly confidential and critical nature
- Make high-level contacts of a sensitive nature inside and outside the company
- Work on problems of diverse scope where analysis of data requires evaluation of identifiable factors
- Exercise judgment within generally defined practices and policies in selecting methods and techniques for obtaining solutions
- Attend to scheduling, travel, contact management, and expense management needs of the CIO

Qualifications/Requirements:

- BA/BS degree preferred
- Project management experience a plus
- Prior experience as in an investment, banking, brokerage or other financial services firm environment a plus
- Ability to maintain strict confidentiality
- Technology savvy with a strong knowledge working with Microsoft Office
- Experience with FactSet a plus
- Strong multi-tasking and prioritizing skills with ability to meet deadlines
- Excellent written and verbal communication skills
- Strong interpersonal skills

Interested candidates should send resumes to epambrun@progressinvestment.com. Local candidates only. No phone calls please.