

Executive Assistant / Office Manager

Are you a driven, growth-oriented, socially conscious professional that thrives in an entrepreneurial environment? Want to work alongside thought leaders at a growing, world-class, mission-driven B Corp with a history of delivering strong investment performance and generating positive social and environmental impacts? Boston Common Asset Management is looking for an Office Manager to join our inclusive and collaborative “Best For The World™” team.

About Boston Common

Boston Common Asset Management (BCAM) is a diverse, women-led, sustainable investor and innovator dedicated to the pursuit of financial return AND social change. An active, global equity ESG investment manager and a leader in impactful shareowner engagement since its founding in 2003, BCAM is majority women- and employee-owned. BCAM is headquartered in Boston, MA, with offices in San Francisco, CA. The company’s investment strategies totaled \$5.6 billion in assets as of June 30, 2021.

Duties

Primary responsibilities include working closely with CEO, Founder, and senior management to facilitate calendars, meetings, and correspondence.

- Responsible for overall front office activities, including the reception area, mail, purchasing requests, and assisting with facilities management.
- Assists with internal office moves and prepares work areas for new employees.
- Administers the office security system including key and card access.
- Provides arrangements for office meetings and assists with on and off-site client meeting preparation including materials, travel arrangements, scheduling, technology, and food requirements.
- Works with the Client Service, ESG, and Marketing teams to coordinate industry conferences.
- Manages domestic and international travel for key members of the senior team.
- Manages the Outlook calendar for all internal and external meetings and events.

Skills & Attributes

Must have strong planning and organizational skills and well-developed interpersonal and communication skills. Attention to compliance and regulatory issues related to proprietary information and overall office security is essential. Must be proficient in the use of the Microsoft Suite of Products, as well as phone systems, postage, Federal Express, UPS, and USPS systems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The tasks and attributes listed above are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Compensation will depend on experience and qualifications. Boston Common Asset Management offers a competitive benefits package, including medical, dental and 401(k) plans.

Boston Common Asset Management is committed to fostering a diverse and inclusive work environment. Diversity enriches our culture, our work, and aligns with our community, organizational, and investment philosophy. Boston Common Asset Management is an Affirmative Action-Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, military/veteran status, sexual orientation, gender identity or expression, marital status, neurodiversity, genetic information, or any other protected status.

How to Apply

Applicants should send a resume, salary requirements and a cover letter describing how your qualifications and interests will enable you to contribute to our organization in this position. Send all correspondence via email to: recruiting@bostoncommonasset.com and include "Executive Assistant / Office Manager" in the subject line.