

Tuesday, October 29, 2013

## Administrative Temp Assignments

jobs@hudsongatepartners.com

► [Share](#) | [Print](#) | [Download](#)

Hudson Gate Partners, LLC is a boutique executive search firm with a specialized approach in placing talent at leading traditional and alternative investment management firms. We are always seeking strong temp candidates for our financial clients. This includes short and long- term temp assistants. Responsibilities include: â€¢ Heavy calendar management â€¢ Schedule calls and meeting â€¢ Prepare materials for all meetings â€¢ Book travel arrangements â€¢ Manage, update, and organize the contact database â€¢ Book conference rooms â€¢ Set-up and prepare conference rooms for all investor related meetings â€¢ Submit expense and reimbursement forms  
Qualifications: â€¢ Bachelorâ€™s degree â€¢ 1+ years of Administrative Assistant experience â€¢ Strong organizational and communication skills â€¢ Attention to detail â€¢ High quality of professionalism

jobs@hudsongatepartners.com

[< back](#)

[previous listing](#) • [next listing](#)