

HCA & COMPANY

JOB DESCRIPTION

Executive Assistant/Office Manager

HCA & Company (HCA) is a privately held firm located in the heart of San Francisco's financial district. We provide critical financial services to high net worth individuals, family-owned businesses, professional service corporations, closely-held mid to large-sized businesses and their owners, partnerships, trusts, and estates. We offer creative, proactive planning services to assist our clients in achieving their financial and business goals. Understanding our clients' requirements and providing service with excellence is an HCA tradition!

Position Overview:

HCA is looking for a highly flexible, self-motivated, intelligent, and energetic individual to join the firm as an Executive Assistant/Office Manager. The Executive Assistant/Office Manager provides executive level administrative support to the President. This position requires a variety of front desk and back office service responsibilities, requiring a high level of confidentiality and professionalism. While at HCA, you will encounter challenging projects, professional growth opportunities and the ability to work in a fast paced environment where you can balance your professional and personal goals.

REPORTS TO:

Chief Executive Officer or his/her designee

Summary of Responsibilities:

- Provide direct and comprehensive administrative support to the CEO, including managing business calendar; travel arrangements, screening telephone calls and personal client relations
- Prioritize, meet deadlines, and provide progress reports for special projects
- Input client financial data into Quickbooks, performing basic accounting functions
- Prepare client engagement letters and general/complex correspondence
- Process incoming and outgoing mail, including Fed Ex, overnight mail, postage meter and supplies
- Front desk responsibilities include greeting incoming callers and visitors in a professional manner, and properly utilizing all the features on our phone and voicemail system
- Establish and maintain an effective filing system
- Operate office machines, equipment and computers
- Ability to make solid decisions and exercise independent judgment
- Order and maintain office supplies
- Provide other general administrative duties as requested
- Supervise office interns

Qualifications:

Qualified applicants will have a 4-year degree and at least 2-3 years of administrative support experience. The successful candidate is well organized and has excellent verbal and writing skills. S/he will have a can-do attitude, be resourceful and creative, and be committed to getting the job done. S/he will be a consummate team player and have a demonstrated ability to multi-task, prioritize and meet tight deadlines. Candidates must be tech savvy. Bilingual English/Spanish preferred, but not essential. Proficiency in MS Office 2003, with an emphasis in Excel preferred.

Salary:

Salary range \$45,000 - \$50,000 ~ commensurate with experience. Terrific benefits, including medical, dental, vision.

To Apply:

Please send cover letter and resume to Sandra Davis at jobs@hcaaccounting.com. Cover letter should include 2-3 examples of professional successes or accomplishments, and salary requirements.