

**ADMINISTRATIVE ASSISTANT**

**Reports to:** CEO

**Location:** Times Square/Bryant Park

**To apply:** Please send cover letter and resume to [AdminAsst@pbrsearch.com](mailto:AdminAsst@pbrsearch.com)

PBR Executive Search is a thriving retained executive search firm founded in 1998. We specialize in local and national searches in the nonprofit sector and have filled senior leadership positions in cultural institutions; social service agencies; education, human rights, and environmental organizations; and foundations with budgets of \$1.5M to \$3B+. Click [here](#) for a complete list of our clients.

We pride ourselves on our unmatched level of focus and exceptional service. We have an excellent track record of success because we are passionate about helping our clients find top-notch talent for their teams.

We're looking for a search coordinator to join our growing team and provide proactive support to the CEO and other consultants in a fast-paced, high-performing office. For the right person, this is an exciting opportunity to learn the executive search business and be a key member of the team responsible for the success of each search.

**This is the perfect job for you if you:**

- Love supporting a dedicated, fast-paced team
- Are an excellent verbal and written communicator
- Are detail oriented
- Are highly organized and enjoy helping others stay organized
- Have a customer-service orientation, both internally and externally

**Responsibilities**

- Keeper of the CEO's calendar. Meet heavy scheduling requirements for the CEO, clients, and candidates. These include search kickoff meetings; phone, video, and in-person interviews; search update meetings; debrief sessions; follow-up interviews; reference calls; client check-ins; and more.
- Manage logistical preparation for meetings and interviews, including video test run prior to interviews, registering guests, booking and setting up conference rooms, greeting guests, creating and printing documents, generating database reports, ordering catering, and supporting audiovisual needs, as required.
- Coordinate and book search-related travel arrangements.
- Enter and maintain accurate data in the candidate database; conduct basic online research related to searches, including looking up organizations, LinkedIn profiles of candidates, phone numbers, and email addresses.
- Manage search administration including, but not limited to, electronic filing of key documents, creating search timelines, entering the schedule/key dates into the shared calendar, setting up search-specific email addresses and auto replies for new job openings, and search close-out.
- Prepare all dossiers for meetings including research for new business and pitch meetings.
- Proofread documents (job descriptions, candidate interview materials, client reports, etc.) for content, accuracy, and formatting.
- Use online service to conduct degree checks and background checks for candidates; post job openings on internal and external gateways, as applicable.
- Generate personalized email outreach from the database and follow up on bounce-backs.

- Manage vendor relationships with various service providers, such as email, website, software subscriptions and database; manage office supply inventory, including computers.
- Support recruiters, as needed.

**The ideal candidate will be:**

- Highly organized and detail-oriented, with a positive, proactive attitude and a willingness to both jump in and pivot quickly.
- A self-starter who can work both independently and as part of a team which prides itself on being energetic and efficient.
- Proactive, with an “I can figure it out or get help” attitude.
- Professional in all interactions, with the ability to handle delicate situations with poise and a positive demeanor.
- Discreet with confidential candidate and client information.
- Able to anticipate the needs of a busy CEO and search team, handling competing demands that all require focused attention.
- An excellent communicator, both verbally and in writing.
- Able to prioritize skillfully and manage up seamlessly.
- Technologically savvy and able to learn new programs and systems as needed.
- Fun; capable of taking the work seriously without taking himself/herself too seriously.

**Qualifications**

- Bachelor’s degree.
- Knowledge of or interest in recruiting/talent acquisition and/or the nonprofit sector.
- Expertise with Microsoft Office (particularly Outlook and Word), Adobe Acrobat.
- Experience with internet research and/or exposure to LinkedIn Recruiter a plus.
- Experience with candidate/applicant tracking system a significant plus.
- Proactive with a growth mindset; interest in learning new things.
- Intuitive, thoughtful, and emotionally intelligent.
- Highly detail-oriented while also able to keep the big picture in mind.

*PBR Executive Search is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship, disability, race, religion, creed, gender, sexual orientation, gender identification and/or expression, marital status, veteran status or any other characters protected by federal, state, or local law in its employment policies.*