

## Executive Administrator

Ancora is seeking an Executive Administrator to provide administrative support to members of Ancora's leadership team as well as other staff as needed. This role will serve as receptionist for the office, creating and maintaining a welcoming environment for visitors by greeting them, in person or on the telephone, and directing them to the appropriate party.

### Location

This position is located at Ancora's Cleveland (Mayfield Heights), Ohio, office. No remote option.

### Duties & Responsibilities

Provide high quality administrative assistance to Ancora's leadership team through the completion of tasks including but not limited to:

- › Scheduling and calendar maintenance
- › Travel arrangements
- › Preparation of correspondence and meeting materials

Provide high quality administrative assistance to other staff in a timely, accurate, and professional manner, including but not limited to:

- › Administrative support for company reports, projects and initiatives
- › Manage the company Zoom accounts
- › Coordinate on-site meetings inclusive of conference room preparation and clean up, food and beverage orders, technical support

Provide general office support, including but not limited to:

- › Maintain tidiness and general organization of conference rooms and kitchen
- › Handle the ordering, receiving, stocking and distribution of office and kitchen supplies
- › Coordinate intra-office email and communications

Receptionist duties, including but not limited to:

- › Answer incoming calls on a multi-line telephone
- › Buzz in employees and visitors at main entrance
- › Greet visitors in the lobby, provide direction and alert their representative of arrival
- › Receive, sort and deliver incoming mail and packages

### Qualifications

- › 4+ years of administrative assistant experience AND experience supporting executives preferred
- › Receptionist experience, preferred
- › Strong working knowledge of PC applications such as Microsoft Office (Word, Excel and PowerPoint) and virtual meeting platforms (Zoom and Microsoft Teams)
- › Professional office experience (phone system, copy/fax machine, postage machine, FedEx/UPS)
- › Highly organized and accountable with attention to detail and accuracy

- › Team oriented with excellent interpersonal communication skills and a desire to help others
- › Ability to multi-task with a strong work ethic and confidence to take initiative
- › High ethical standards and ability to maintain confidentiality while following organizational policies and procedures
- › Professional appearance and demeanor

## Benefits

Ancora offers a competitive salary and excellent benefit package with a culture of teamwork and recognition.

## About Ancora

Ancora is client-focused and growth-oriented investment and financial advisory firm based in Cleveland, Ohio. The Firm is recognized for providing investment advisory, money management, insurance and retirement plan advisory services to individuals and institutions. Ancora promotes a friendly, family-oriented work environment and encourages our employees to strive for personal and professional growth with the highest level of integrity.

*Ancora is an Equal Opportunity Employer*

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, disability, or any other basis protected by applicable law.

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## Apply

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