

**BRIDGE PARTNERS LLC**  
**ADMINISTRATIVE ASSISTANT**  
**POSITION DESCRIPTION**

[www.bridgepartnersllc.com](http://www.bridgepartnersllc.com)

**About Us:**

Founded in 2003 and led by a diverse team of women and leaders of color, Bridge Partners is a retained executive search firm with an unrivaled track record of guiding and implementing an inclusive search process, centering both our work and our own culture in equity.

Today, with offices in New York City, Atlanta, Boston, Chicago, Philadelphia, and Washington DC, our clients include major corporations, nonprofits, public sector, and social impact organizations across the United States and around the world. What they have in common is a desire to harness the proven market, talent and performance advantages of a diverse leadership group that reflects the world we live in and the constituents they serve.

When asked what differentiates us, the answer is simple:

For two decades our clients have trusted us with their senior leadership assignments because of our consistent delivery of superior results. Our reputation for, and commitment to, equity and inclusion comes from years of hard work; we are a minority-owned business with a team and network that reflect that commitment.

Bridging Intention and Inclusion.

For 20 years, we have approached executive search with the knowledge that diverse leadership talent is out there, and intentionality is the key.

Our transparent and inclusive process successfully uncovers the best talent, period.  
The proof is in our results.

**Diversity-Equity-Inclusion:**

*Diversity, equity, and inclusion is not an "initiative" for us. It is what we do.*

We have grown our business, since the outset, based on the knowledge that a diverse leadership team is critical - not just to reflect an employee base, clients, customers, and communities served - but to spark innovation and progressive decision-making.

As a minority-owned business, diversity, equity, and inclusion are embedded in every aspect of our practice. Our own diverse team of search professionals brings extensive credentials in leadership and senior-level recruitment. Speaking multiple languages, with experience living on three continents, and having led search assignments in more than 15 countries, we possess the networks and - crucially - the hard-won credibility to successfully lead truly inclusive searches.

**The Role:**

<b>Position Title:</b>	Administrative Assistant
<b>Team Size:</b>	13
<b>Location:</b>	Remote - Sitting on the East Coast / Eastern Standard Time (EST)
<b>Our Offices:</b>	New York, NY ( <i>Headquarters</i> ) Atlanta, GA Boston, MA Chicago, IL Philadelphia, PA Washington, D.C.
<b>Team:</b>	<p>Our diverse firm currently consists of eight Partners, plus search support, research, and administrative team members.</p> <p>Bridge Partners is laser-focused on high-quality execution and teamwork. We assign two Partners to every search, and each is committed to collaborating on the entire search process - from client briefing to developing candidates, to successful completion.</p> <p>Our passionate about diversity, equity, and inclusion. Helping organizations and boards to become more diverse and build an inclusive culture is the mission of our team.</p>

**Key Responsibilities:**

We seek a motivated, polished, energetic and responsible Administrative Assistant to become an essential part of our thriving organisation. As an Administrative Assistant, you will have the exciting opportunity to delve into the intricacies of our daily routines and procedures, gaining invaluable insights into the inner workings of our organisation.

As a crucial member of our firm, you will play an integral role in ensuring the flawless execution of searches, contributing significantly to our business's overall growth and development.

We encourage you to apply if you possess a drive to excel, a keen eye for detail, and a passion for making a difference.

**Administrative Assistant:**

- Responsible for the day-to-day operations of the assigned partners.
- Accurately maintain Bridge Partners' proprietary database entries and local files.
- Extensive file management for Crelate (no Crelate knowledge required), a database (Human Resources software), and follow-up system.
- Generate reports and manage multiple projects from Crelate.

- Take notes and memos during meetings, type documents, drafts, and reports.
- Run general industry-related errands.
- Provide administrative support such as document formatting and proofreading.
- Assist in preparing information and research materials; create and maintain PowerPoint presentations.
- Handle sensitive information in a confidential manner.
- Extensive calendar management and coordination of meetings.
- Support the team with travel and candidate coordination.
- Set up video conferences, meetings, interviews & conference calls for clients and potential candidates
- Answer phones and direct all incoming calls to the appropriate party promptly and efficiently.
- Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.

**The Person:**

- Undergraduate degree.
- 1-4 years of administrative experience in an office environment.
- A genuine interest in diversity.
- Comfortable interfacing with high-level executives.
- Energetic and eager to tackle new projects and ideas.
- Strong telephone communication skills, presence, and confidence.
- Excellent communication skills with strong interpersonal, oral, and business writing skills.
- Effective time-management skills with the ability to manage multiple projects at one time and be highly motivated to succeed.
- Computer literate and knowledgeable about business information resources.
- Intelligent, with a good degree of common sense.
- High degree of integrity.
- A team-player - flexible, curious, and non-hierarchical.

**Compensation:**

We offer competitive salaries, excellent benefits, and a supportive working environment. Salary is based on skills and experience. For this position, the salary is \$45,000 to \$55,000.

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To learn more about this opportunity, please contact:

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