



VC Prive Job Openings (as of 3.20.2010)

POSITION: **Administrative & Trading Assistant:**
10-20 hours/week, partially telecommuting

SUMMARY: This is a broad administrative position performing a variety of activities including database updates, website updates, filing, and supporting the salesforce by facilitating client communications and records via phone, mail and email.

LOCATION: 1 full day/week at office in Belmont, California; other hours may be either at the office or via telecommuting according to a mutually agreed schedule.

RESPONSIBILITIES:

- This is a broad administrative support position with a financial services firm. It therefore requires intelligence, diligent adherence to procedures, attention to detail, comfort with quantitative analyses, and a strong client service orientation.
- Regular activities include printing and filing reports; inputting data to Excel and Quickbooks; creating and mailing invoices; posting news and other updates to the website; creating PDF documents; maintaining a variety of logs and contact/activity databases; scheduling investor meetings; web research projects; data analysis; scheduling meetings and events; as well as performing a variety of other administrative needs of the company as required.

QUALIFICATIONS:

- Attitude: courteous and friendly demeanor on the phone and in person.
- Energy: drive to learn and excel, proactively helpful, rapidly responsive.
- Work style: disciplined work habits, obsessive attention to detail, consistent follow-up, strong ethical compass, candor.
- Skills: superlative English-language written and verbal communication abilities, full fluency in use of basic MS Office software (Outlook, Word, Excel, Powerpoint), ability to assimilate new software skills quickly (eg, PDF, eFax, Quickbooks, etc.).
- Environment: comfort working independently in a small/home office environment.
- Equipment: must have use of car for commuting, cellphone (calls will be reimbursed), high speed home network connection, and wireless-enabled laptop computer with MS Office software.
- May not have precluding background impediments to working in the securities industry such as felony convictions, securities violations or personal bankruptcies (must be willing to permit background checks.)

COMPENSATION: \$10-15/hour based on proficiency.

TO APPLY: Email Lroden@vcprive.com with: (1) resume and (2) cover letter describing (a) desired compensation, (b) desired # hours/week and any limitations on days available, (c) available start date, (d) projected end date (ie, do you have commitments that would put an anticipated "end" date on your employment?), (e) access to commuting transportation, (f) why the job is particularly attractive to you, and (g) why you would be a desirable candidate. NOTE: in consideration of the large number of applications received, we will only schedule interviews with those candidates who include all of the above requested information in their application. Thank you for your assistance.