



Company Overview

Maestro is an administrative financial services company that understands the complex needs of high-net-worth individuals, families and/or their organizations. Maestro delivers an array of bespoke, day-to-day, financial solutions to the families and engagements it serves along with providing a Lifestyle division to provide household management, insurance admin, and concierge services for Maestro clients as well. We have 5 office locations; Boston, MA, New York City, NY, Philadelphia, PA, Salt Lake City, UT, & Stamford, CT. Through continued growth we have become the leading independent multi-family office in North America! At Maestro we are dedicated to building centers of excellence with a trusted, innovative, and expert team to support our families and engagements. We look for talented people who are motivated, curious, collaborative, and have a passion for delivering the highest quality services with a culture of teamwork.

Job Overview

The Office Administrator is a vital participant in the daily operations of a busy professional services firm of 50+ team members at our Boston Office. This person will provide outstanding service to clients, vendors, and colleagues in a professional, positive, and thoughtful manner.

Responsibilities

- Provide administrative support for all team members.
- Manage partners' schedules, contacts, expenses, time-reporting, parking and business travel.
- Organize high-volume of incoming and outgoing mail, packages, faxes and deliveries.
- Maintain corporate calendar which includes managing reminders and communicating to team regarding deadlines.
- Maintain company database using Salesforce.
- Assist with planning corporate events.
- Format, compose, and proofread correspondence and presentations.
- Assist with corporate and client projects, tasks, and errands
- Answer and direct phone calls, greet clients and visitors.
- Manage conference room scheduling. Coordinate meals and technology for meetings including room set up and clean up.
- Maintain neatness and cleanliness of conference rooms, kitchen, and common areas.
- Troubleshoot office equipment issues, including phones, scanner/copiers, fax, postage machine, remote deposit machine.
- Maintain inventory of kitchen and office supplies; restock daily and re-order as needed.



JOB REQUIREMENTS & QUALIFICATIONS

- High School Diploma required; Bachelor's or Associate's Degree preferred.
- 2+ years prior administrative experience.
- Professional appearance, demeanor and phone manner.
- Excellent verbal and written communications skills.
- Adherence to high confidentiality standards.
- Proficiency in all Microsoft Office programs and internet research.
- Have reliable transportation to get to and from our Boston office; this role is 100% on-site.

Compensation & Benefits

Maestro offers an outstanding compensation package where you will be rewarded for your experience and recognized for the value you bring to our team of professionals. Our packages also include discretionary bonus targets, generous retirement plan company matching, medical and dental benefit options and more! We offer specialized educational courses and seminars, company events, and community service events.

Equal Opportunity Employer

Maestro is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, sex, marital status, religion, creed, ancestry, national or ethnic origin, physical or mental disabilities (as defined in the Americans with Disabilities Act), sexual orientation, or gender identity.