



DWIGHT CAPITAL

General Administrative Assistant/Receptionist

Dwight is seeking a team player who has a “no job too big or too small” attitude. A proactive thinker with a can-do mentality who is ambitious and intuitive will prove successful. Dwight is looking for an individual who takes pride in their work and flourishes in a fast-paced environment. Can’t be hesitant to roll up their sleeves and get the job done. Must have the ability to manage time wisely, follow up, and communicate status of projects. Our ideal candidate will take direction from the Executive Management team well, offer creative and prompt solutions to issues and provide meticulous attention to detail.

Role & Responsibilities

- Schedule & prepare for meetings, conference calls, visitors, in-office vendors, support staff
- Maintain Fresh Direct, catering orders, office supplies, FedEx materials, and all other receivables
- Maintain office appearance
- Assist with cross departmental projects
- First face to visitors; greet & direct all visitors as they enter the office
- Answer and route calls to the main office line
- Manage all mail & packages
- Book company travel
- Interface with 3rd party vendors, including in-office services
- Coordinate facilities with property management

Required Experience & Skill Sets

- Must be a go-getter and take initiative to solve problems
- Experience working with a team
- Strong communication skills with vendors, building support, and internal staff
- Ability to prioritize tasks with strong time management skills
- Ability to troubleshoot issues independently
- Experience with Microsoft, Shipping, Ordering, and Booking software

Overview of Benefits

- 401(k) & profit-sharing programs
- Healthcare Plan including dental & vision, as well as HAS account options
- Floating holiday schedule (9 Days)
- Paid Time Off (PTO) commiserate with experience & tenure
- Transit & parking pre-tax plans with company subsidy where eligible
- Fully stocked kitchen (Kosher & Non-Kosher) as well as food delivery several times a week
- Wellness Benefits such as discounted gym memberships and group fitness classes
- In-office services such as chiropractor, nail, & hair appointments