

JOB TITLE: Administrative Coordinator

COMPANY: ACR Alpine Capital Research is a fundamental valuation-based asset management firm that manages portfolios for financial intermediaries and institutions. For additional information, please visit www.acr-invest.com.

OVERVIEW: The Administrative Coordinator will be representing the brand of ACR Alpine Capital Research, LLC. Working directly with the firm’s management team, the Administrative Coordinator will be an integral member of the administration team. This full-time position will report to the Chief Operating Officer. This position requires an individual with a *very professional* demeanor and an outgoing personality who enjoys multi-tasking, likes problem-solving, is very optimistic, and is a team player.

RESPONSIBILITIES: The Administrative Coordinator will be an integral member of the larger Administration Team, with the primary responsibility of managing the Front Desk. In addition, the Administrative Coordinator will be responsible for:

- Representing the brand of ACR in both internal and external dealings by personally managing the Front Desk at STL-HQ.
- Greeting visitors and making them feel welcome at our firm.
- Hosting visitors prior to and after meetings, including management of conference rooms, providing visitor refreshment, or further tasks as organized by associated Alpine employee(s).
- Mastering the VOIP communication system, including special admin function or features of the software, while presenting a professional voice of the company.
- Organizing and maintaining kitchen – daily startup of coffee, replenishing employee supplies, sink and dishwasher tasks, and cleaning of routinely used surfaces.
- Maintaining general office physical organization and cleanliness, includes inventory and ordering. Watering and caring for plants.
- Planning and scheduling appointments and events utilizing multiple calendar systems in Outlook 365.
- Retrieving and distributing daily mail and shipments.
- Maintaining and organizing existing filing systems (both electronic and physical).
- Sending weekly calendar summary on Monday mornings, listing any out of office employees, incoming vendors, other visitors due that week, special events, etc.
- Obtaining or maintaining a Notary license with active presence.
- Scanning and filing all hard copy and online statements and confirms delivered via mail or electronic communication.
- Assist with bulk or special request mailings.
- Taking a lead role in Alpine’s Employee Engagement Committee.
- Creating photo collages of employee events and maintaining employee “About Me” booklet.
- Other relevant administrative tasks or enterprise projects assigned by COO.

QUALIFICATIONS: The successful candidate will be a highly energetic professional with a minimum of 3 years of experience in a receptionist / front-desk / administrative coordinator role.

- Well-spoken and professional presentation with a high level of emotional intelligence.
- Office, Front-Desk or Executive administration experience in last job/role.
- Demonstrated success working both independently and in a team environment.
- Ability to handle multiple tasks accurately and efficiently.
- A strong team player with a positive attitude, great communication skills.
- Ability to solve problems quickly, efficiently, and effectively with minimal supervision.
- Desire to be proactive and create a positive experience for others.
- Must be reliable, dependable, and punctual.
- Accuracy and quality conscious.
- Competency in all Microsoft Office Suite products; Word / Excel / PowerPoint / Outlook.
- Competency in Cloud applications such as Microsoft OneDrive and SharePoint.
- Experience in VOIP phone systems (*or ability to learn system*).

LOCATION: Clayton, Missouri. In-Office Role

SCHEDULE: Monday to Friday, 7:45AM-5:00PM

COMPENSATION & BENEFITS: Competitive pay, a discretionary bonus, and excellent benefits for outstanding talent.

SEND APPLICATION TO: Careers@acr-invest.com. Please include a resume and cover letter.