

**Administrative Assistant – Portfolio Management Team for Investment Advisor**  
Athena Capital Advisors -- Lincoln, MA

**Job Title:** Administrative Assistant – Portfolio Management Team

**Location:** Lincoln, MA

**Full/Part Time:** Full FTE

**Regular/Temporary:** Regular

**Description:**

Athena Capital Advisors LLC (“Athena” or the “Company”) is seeking an Administrative Assistant to support the Portfolio Management Team, to provide office-wide support and to be an integral member of the Administration Team. The ideal candidate will manage a broad variety of tasks and have excellent interpersonal, organizational and time management skills. Displaying solid judgment and best practices are essential to this position. This is an excellent opportunity for those interested in pursuing a career with a dynamic and collaborative firm and performing a broad range of responsibilities.

**Our Company:**

Athena provides investment management, research and related services to high net worth individuals, endowments and institutions. Athena has a strong culture and seeks individuals who represent our core values of Excellence, Passion, Integrity and Caring (EPIC). For additional information on Athena, please visit [www.athenacapital.com](http://www.athenacapital.com).

**Job Duties and Responsibilities:**

- Coordinating with Clients and Portfolio Management Team to schedule quarterly meetings.
- Maintaining the Company database to track Client Meetings and Client Information.
- Preparing and assembling materials for Client Meetings.
- Scheduling of internal meetings.
- Setting up and supporting the technology needed for internal and external meetings.
- Assisting the Client Services Team with ad hoc requests.
- Answering telephone calls and routing them to the appropriate team member.
- Assisting with the maintenance of the Company’s Group Calendar.
- Performing special projects/tasks as assigned by the members of the Portfolio Management Team and the Administration Team Manager.
- Opening, scanning and electronically filing mail for various teams across the Company.
- Preparing and submitting expense reports as requested.
- Providing ad hoc administrative support to Managing Partners.

**Qualifications:**

- 1-3 years’ experience in a professional office environment.
- Bachelor's degree preferred.
- Excellent communication skills, both oral and written.
- Proficiency in Microsoft Office products (Excel, Word, PowerPoint, etc.).

- Solid organizational skills.
- Must be a team player with effective time management skills and the ability to multi-task and prioritize multiple requests.
- Possess the highest degree of discretion in dealing with confidential information.
- Ability to work independently with minimal guidance, as well as work effectively with other departments within the firm.
- Willingness to assist in all areas of a growing business as needed.
- Professional demeanor, positive attitude and high level of enthusiasm.
- Adaptable to changing schedules and situations.

**Compensation:**

- Salary will be determined based on skills and experience. The Administrative Assistant – Portfolio Management Team will also be eligible for a discretionary bonus.

**Benefits:**

- Medical, dental and vision insurance.
- Short-term and long-term disability insurance.
- 401(k) plan with matching contributions.
- Tuition reimbursement.

If interested, please submit a resume to [resumes@athenacapital.com](mailto:resumes@athenacapital.com).

*Athena Capital Advisors LLC is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation or any other status protected under local, state or federal laws. Successful candidates must be able to work in the U.S. for other than practical training. Nothing in this job posting should be construed as an offer or guarantee of employment.*