



Administrative Assistant, Finance

Position Overview:

MIT Investment Management Company is looking for a proactive, creative, and organized Administrative Assistant for Operations. The Operations team supports all the non-investment decision-making functions of MITIMCo. This role primarily supports the CFO in coordination of department wide committees, communications and initiatives. Additionally, this role supports three department heads (Finance, Real Estate Accounting, and Technology) and relevant staff, comprising on average a total of 11 team members. In executing their role, this individual will partner with peer Administrative Assistants to coordinate Operations-wide meetings and events and develop workflows and technologies that support communications. Each member of the Operations Administrative group provides back up to the other in executing their roles.

This position requires direct communication with a wide variety of investment managers, investment administrators, peer institutions, vendors, MIT management and faculty. This individual must effectively communicate with high level executives by framing issues and questions concisely and with proper context. As an Administrative Assistant at MITIMCo, it is expected the incumbent will take initiative to resolve problems and issues that may arise internally, as well as from external influences, by interpreting policies and collaborating with colleagues. Responsibilities include synthesizing, evaluating, and communicating information clearly; evaluating tasks and processes with an eye toward efficiency; scheduling internal and external meetings with varying complexities and multiple resources; responding to internal and external inquiries; supporting development activities for teams and all of Operations; and assisting with document and presentation preparation as necessary. This role will partner with peer Administrative Assistants to also carry out Operations accounts payable process including creating requisitions, maintaining purchase orders, submitting invoices, and tracking spending in MIT's accounting system. In a related capacity, this individual will work with others to coordinate the annual budget process. This role will support annual processes that involve departments across Operations, such as annual policy manual revisions and keeping a log of incidents for compliance reviews.

The Administrative Assistant position requires the ability to exercise discretion and independent judgement, as well as to prioritize work and to perform well under pressure with tight deadlines. This position will interact with significant amounts of confidential information related to MIT investments.

Principle Duties and Responsibilities:

- Independently adjust and coordinate priorities and initiatives on a daily basis in support of CFO and Operations initiatives based upon new requests, deadlines and information. Sight potential conflicts and trade-offs and proactively communicate to CFO and other team members, as appropriate.
- Represent Operations team and/or assigned executive(s) to internal and external constituencies, at times dealing with significant amounts of confidential information, requiring judgment, discretion, and tact.
- Anticipate and proactively address teams' needs, including but not limited to, managing and communicating project deadlines, requiring a high level of independence and flexibility.
- Coordinate and schedule both onsite and offsite appointments, meetings, and lunches/dinners; and generally, manage complex teams' calendars, which will require regular communication with high-level MIT administrators, executives and external non-MIT contacts, as well as ordering catering and supporting relevant logistics needs.
- Respond to inquiries requiring an in-depth understanding of work area and MIT policies and procedures. Inquiries may be complex and require additional research. Takes ownership of inquiries by providing explanations and instructions. Ensure inquiries are addressed and resolved.

- Compose, draft, edit, and/or format documents and presentations utilizing formatting requirements and design guidelines for both internal and external meetings; researching information as needed from multiple sources to create documents; and compile research materials and pull reports on request.
- Implement and support quarterly budget monitoring, as well as provide comprehensive, collaborative financial support across MITIMCo.
- Support efficient paper and digital document management by initiating process and systems improvements to workflows necessary to effectively monitor documents as they flow through the cycle; and ensure that documents are stored properly for accurate retention and retrieval in Dynamo or other electronic storage mechanisms.
- Develop annual departmental budget proposals both for MIT and the MITIMCo Board of Directors, as well as developing documentation, approval and allocation processes.
- Oversee, monitor and evaluate all general operating accounts and cost objects administered in MITIMCo, ensuring accuracy of data.
- Arrange travel including flights, hotels, trains and car service for multiple individuals in partnership with a travel agency. Prepare detailed and complex travel itineraries and communicate all plans to appropriate parties via Outlook calendar and/or email.
- Process all expense reimbursements within a timely manner using Concur reporting system. Proactively create systematic methods for collecting, submitting, and storing receipts from team members in accordance with the MIT travel guidelines.
- Process documents for signature using approved procedures, as well as managing FedEx shipping of documents as needed.
- Provide general back-up support to the peer Administrative Assistants in Operations, as well as the MITIMCo office services and administrative support teams in the event of an absence (e.g. mail, reception coverage, and kitchen maintenance).
- Support challenging projects to support the Operations team will be assigned on an ad-hoc basis.

Supervision Received:

- Will report to Chief Financial Officer.

Qualifications* & Skills:**

- Bachelor's Degree preferred. High School education or equivalent accepted with commensurate experience. A minimum of five years administrative or related experience required.
- Excellent computer skills, including fluency in Outlook email and calendaring, SharePoint, PowerPoint, Word, and Excel.
- Demonstrated ability to take initiative and resolve complex problems in a thorough and timely manner, determining the appropriate course of action with minimal supervision.
- Demonstrated ability to set priorities and juggle multiple activities at once, often working under pressure and with frequent interruptions.
- Strong communication and interpersonal skills, both verbal and written. Ability to effectively adapt approach across a variety of communication styles.
- Demonstrated success in suggesting, implementing, and following-through on improvements and refinements to increase the overall effectiveness of a team.
- Desire to give, receive, and implement feedback with a growth mindset.
- Ability to balance detail orientation with big-picture thinking.
- Ability to deal with confidential information and/or issues using discretion and judgment.
- Comfort interacting with high-level executives.
- Ability to work from our Cambridge, MA, offices at least two days per week and/or as required by company policy.