



PARK SQUARE
EXECUTIVE SEARCH

Administrative Specialist

I. Job Description

As an important member of the Park Square team, you will provide administrative support to the firm. Responsibilities of this role include: sophisticated and timely candidate and client communication by email, phone and Zoom; impeccable attention to detail with regard to grammar, formatting, factual content and stylistic flow in order to produce client facing documents and reports; providing support to the research team through data entry and copywriting responsibilities; and calendar management.

II. Requirements

Professional:

- One to two years of coordination experience in a corporate environment
- An ability to effectively interact with senior level management and maintain a high level of confidentiality; and,
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook).

Personal:

- Solid written and grammatical skills (i.e. for generating and editing client facing documents);
- Must be extremely detail-oriented and possess strong communication and organizational skills;
- Strong work ethic and desire to learn;
- Ability to handle multiple tasks under strict deadlines;
- Self-starter with strong sense of ownership and involvement is critical; and,
- Must be flexible enough to work overtime if needed.