

## **Twin Brook Capital Partners**

### **Receptionist / Administrative Assistant**

#### **Responsibilities:**

- Reception: Greet and direct visitors in a pleasant and professional manner, screen/direct incoming calls, maintain multiple conference room schedules, prepare conference rooms for meetings, place catering orders, and secure proper visitor authorization.
- Facilities: Daily kitchen and conference room preparation, maintaining a high standard of organization and appearance and handle/resolve facility issues with the building management and maintenance staff in a timely manner.
- Shipping / Receiving / Mail: Responsible for all daily USPS mail sorting, FedEx/UPS deliveries, employee shipping requests, and the coordination of special shipments / deliveries at the building dock.
- Office / Kitchen Equipment: Responsible for daily preparation and monthly / quarterly maintenance of equipment including, but not limited to, coffee machines, water filtration, copy / scanner / fax machines, etc., troubleshooting basic issues, and ensuring completion of service requests.
- Catering and Events: Responsible for daily employee lunch deliveries and assisting in preparations for training sessions and other in-house meetings / events.
- Procurement / Inventory Tracking / Stocking: Monitor inventory for general office and kitchen supplies, place beverage, grocery, and supply orders, unpack daily deliveries, maintain refrigerator / kitchen appearance, and ensure proper stocking.
- Administrative: Provide general administrative support to the team including coordinating appointments/visitors, preparing and reconciling expense reports, as well as general clerical duties including printing, copying, and scanning.

#### **Requirements**

- Minimum of 2-3 years of relevant experience in a corporate environment, preferably in the financial services industry.
- College degree or equivalent experience.
- Proficiency with Microsoft Office Suites and other MS-Based applications such as Outlook, MS Excel, MS Word, and MS PowerPoint.
- Excellent organizational skills and strong attention to detail.
- Must be self-motivated, self-directed, and proactive.
- Strong sense of professionalism and strong work ethic.
- Ability to prioritize workload and recognize importance of demands given by the team.
- Excellent communication skills, both verbal and written, including ability to communicate effectively and professionally.
- Discretion and ability to handle confidential, sensitive information.
- Flexibility in time to be able to arrive early or stay late as the workload requires.
- Energetic and able to work in a fast-paced environment.

**To Apply:** Interested, qualified candidates please submit your resume and cover letter to: [recruiting@twincp.com](mailto:recruiting@twincp.com). Kindly specify for which position you are applying in the subject line.