



OPERATIONS AND ADMINISTRATIVE COORDINATOR, Boston, MA

Overview:

Business Intelligence Advisors, Inc. (“BIA”), founded in 2001, is a trusted independent investment research and training firm serving institutional investors and hedge funds. BIA’s proprietary behavior assessment methodology was developed within the national intelligence community and has evolved over more than a decade of providing unique, behavior-based training, buy-side research, advisory and due diligence services to support our client firms in making better investment decisions.

BIA seeks a full time Operations and Administrative Coordinator who will focus on the implementation of key deliverables for our clients.

Primary Roles & Responsibilities:

- Facilitate Research production
 - Proof and publish client reports in a timely manner
 - Edit client reports for grammar and punctuation
 - Post final reports on client portal/website; ensure client notification is accurate
 - Assist with delivery of non-standard client research requests
 - Add and edit client data in publishing platform
- Maintain BIA Video Library
 - Compile v client deliverable on a weekly basis
 - Fulfill internal and external requests for video content
 - Upload interview recordings to internal database
 - Coordinate with outside contractor on video support
- Assist in Training, Sales and Marketing activities
 - Proof, print and ship training and marketing presentations and materials
 - Provide as-needed support to directors and managers
- Provide Office Management support and Coordinate IT and Outside Vendors
 - Assist with vendor contracts and invoice approval
 - Manage IT hardware and technology assets
 - Coordinate outside IT service providers
 - Assist in maintaining internal compliance program
 - Serve as point person for office communications and building facilities
 - Manage and order office supplies and snacks

Competencies:

- Extremely detailed oriented and organized
- Outstanding written and oral communication skills
- Able to interact with all levels of BIA employees; strong interpersonal skills
- Excellent time and project management skills
- Able to work well within a team and in a demanding environment
- Entrepreneurial and Flexible attitude
- Able to handle a variety of demands
- Highest level of ethics and trustworthiness



Qualifications & Experience:

- Bachelor's degree required or actively in progress in Business, English, Writing, or other relevant courses of study; strong academic achievement
- Internships and Professional experience in a relevant field required
- Advanced-level user of Microsoft Office
- Experience with Adobe Creative Suite preferred

Business Intelligence Advisors welcomes candidates who bring unique and diverse backgrounds and experiences. A commitment to serving clients, teamwork, accountability and integrity form the foundation of a challenging and exciting career at BIA.

Direct candidates only and no phone calls, please. BIA can only consider candidates who are legally authorized to work in the U.S. without sponsorship. Interested and qualified candidates are required to send a resume and cover letter to recruitment@biadvisors.com. For more information about BIA, please visit: www.biadvisors.com.

BIA is an equal opportunity employer.