

<b>Job Title:</b>	<b>Receptionist, Administrative Assistant, Accounting Support</b>
<b>Location:</b>	Princeton, NJ
<b>Position Type:</b>	Full-Time
<b>Salary Range:</b>	Competitive; commensurate with experience
<b>Benefits:</b>	Health, Dental, Vision, Life Insurance, 401K with Match, Onsite Gym
<b>Travel Required:</b>	Occasionally for meetings/events
<b>HR Contact:</b>	Eileen Covey Send cover letter and resume to <a href="mailto:ecovey@edisonpartners.com">ecovey@edisonpartners.com</a>
<b>About Edison:</b>	Edison Partners is a leading growth equity firm investing in high-growth technology businesses located in the eastern US. We invest in those who share our Ethos: Candid, Empathetic, Tenacious, Curious, Ambitious, Trailblazer. This position is a great way to start from the ground floor where you will get exposed to multiple functions and audiences and grow with the organization.

## Job Description

### ROLE AND RESPONSIBILITIES

#### Reception

- Greet visitors and direct them appropriately
- Answer telephone and refer inquiries
- Accept package and supply deliveries

#### Administration

- Provide administrative support to 2-3 investment professionals
- Prepare expense reports (Concur)
- Data entry, filing
- Meeting planning (Scheduling via Outlook, travel coordination, catering requests etc)

#### Office Management

- General office support duties
- Sort and deliver mail
- Monitor building maintenance & cleaning crew
- Monitor & replenish office and kitchen supplies
- Maintain clean & organized reception and kitchen area

#### Other firm program, project & event assistance, e.g.,

- Organize 'Take Your Kids to Work' Day
- Manage [Open Office Hours](#) program

### JOB REQUIREMENTS

- 5+ years of experience in similar position
- Excellent written and verbal communication skills
- Strong organizational and time management skills with attention to detail and ability to multi-task
- Self-motivated, ability to work independently
- Upbeat friendly demeanor with polished appearance and attitude
- Consistent work history with strong work ethic and a "whatever it takes" attitude
- Proactive approach
- Intellectual curiosity

**SKILLS, QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Strong MS Office skills a must

Knowledge of Word, Excel, PowerPoint required

QuickBooks & Salesforce knowledge a plus

Concur knowledge a plus

High school diploma a must

Bachelor's degree preferred