



Open Position: Salesforce Administrator/Office Manager

About Us

The Lind Partners is an alternative asset management firm in New York City that manages several hedge funds focused on small- and mid-cap publicly traded companies around the world, investing in equity, debt and hybrids.

Description

The ideal candidate would be extremely dependable in this administrative role maintaining Salesforce data accuracy and coordinating the team's high-volume conference meeting schedules throughout the year. A strong intrinsic bias for accurate and detailed data a must. Other duties include office management.

Our company is comprised of a small, talented team in which every member makes a big impact. Our work environment is conducive to someone who does well multi-tasking under pressure, has impeccable attention to detail, and takes pride in producing high-quality work. We offer competitive salary, benefits, and an annual bonus program, as well as strong professional development support.

Salesforce responsibilities

- Regularly clean the Salesforce database for contact and business opportunity accuracy
- Log email traffic and update Salesforce tasks
- Develop a solid understanding of our business development cycle
- Provide custom Salesforce reports and solutions upon request
- Make process improvement recommendations (e.g. researching third-party Salesforce apps)

Office Management responsibilities

- Act as the scheduling contact for the team for meetings and teleconferences with corporate clients
- Primary conference coordinator arranging the team's dense meeting schedule at international conferences
- Other office management duties like maintaining office supplies and equipment

Job Qualifications

- Bachelor's Degree, 2+ years work experience
- Experience working with the Salesforce CRM tool a plus, CapitalIQ experience a plus
- Proficiency with Microsoft Office Suite required, strong Excel skills (writing formulas, coding macros) a plus
- Communicate professionally, as you will be in direct contact with our corporate clients while scheduling meetings and teleconferences
- Available to start immediately

Job Type: Full-time

Job Location: Midtown East, New York, NY 10017

Required education: Bachelor's

Required experience: 2 years