

Executive Assistant *New York, NY*

Interaudi Bank seeks an Executive Assistant to support senior executive in our New York branch. Position requires sophistication and a high level of discretion and judgment.

Responsibilities include:

- Meet and greet high profile clients.
- Executive floor concierge.
- Manage calendar: schedule meetings and appointments.
- Travel arrangements & expense reports.
- Update and organize corporate files.
- Special Events.
- Bilingual welcome.

Company seeking a candidate with the right balance between confidence, intelligence & wit, a professional image, and experience of 1-3 years in a corporate environment. Excellent oral and written skills and knowledge of MS Office Suite required. Opportunity for advancement.