Executive Office, Executive Assistant, Hong Kong

OVERVIEW
The Executive Office plays an integral role in setting and advancing Goldman Sachs’ strategy and in supporting and enhancing the firm’s distinctive culture. Our goal is to provide our people, clients, shareholders and the broader public with information about the breadth of our global efforts, highlight our focus on delivering sustainable, long-term returns for our shareholders, and demonstrate our commitment to making an impact on the communities where we live and work and on society more broadly.

This Executive assistant role creates the opportunity for an individual to provide onsite assistance coverage for Partner and the team within our Executive Office. This requires a highly proactive, motivated and organized individual who is able to multitask, prioritize effectively and demonstrate excellent time management.

HOW YOU WILL FULFILL YOUR POTENTIAL
• Provides administrative support in a complex team environment to a senior group or executive.
• Coordinates complex, senior-level internal/external meetings and conference calls.
• Interacts with high level business leaders in a professional and effective manner.
• Responds and follows up on client requests.
• Prepares and distributes divisional correspondence, memos, letters, reports, or other documents as requested.
• Maintains complex and extremely detailed calendars and prioritizes meeting requests and related logistics.
• Maintains understanding of firm policies and handles certain issues independently.
• Coordinates a high volume of domestic and international travel arrangements and processes expense reports.
• On-boards new hires, processes new employees, transfers, termination, etc.
• Responsible for participation in general administrative duties (copying, filing, faxing, archiving), ad-hoc projects, committees and or group events.
• Coordinates and assists in the planning of social or work events for the department.
• Manage administration and review of local expenses and claims for local leadership team.

SKILLS AND POTENTIALS WE ARE LOOKING FOR
• Excellent interpersonal and communication skills.
• High attention to detail.
• Ability to maintain high standards despite pressing deadlines.
• Ability to solve problems quickly and efficiently.
• Ability to handle highly sensitive, confidential, and non-routine information.
• Self-starter with excellent anticipation skills; problem solving; follow up.
• Demonstrated dependability and sense of urgency about getting results.
• Demonstrates high degree of integrity and confidentiality.
• Strong organizational skills.
• Comfortable working in a sometimes hectic, high-pressure environment.
• Ability to work well under pressure, adapt to unexpected events, prioritize and multi-task in a deadline driven environment.
• Must be able to prioritize a variety of time-sensitive tasks.
• Proficient in using document, spreadsheet, and presentation.

PREFERRED QUALIFICATIONS
• Prior experience in administrative assistance and office management.
• Prior experience in international environment or multinational corporation.
• Business management (word processing, spreadsheet, simple presentation, reporting).

APPLICATION METHOD
https://higher.gs.com/roles/126347