



Executive Assistant

Versant's Executive Assistants are essential to the success of the people they support and, as a result, the firm. Versant's Executive Assistants are adept at scheduling; reviewing, prioritizing, and responding to emails; answering and returning phone calls; organizing documents; maintaining records; taking notes at meetings; helping to plan and execute events and activities; overseeing office materials inventory, and any other administrative tasks that help the firm run smoothly and the people they support perform their job.

Focus Areas

- Management of complex calendars and scheduling requirements
- Screen and route phone calls; taking messages when necessary
- Coordinate FedEx, USPS, and UPS shipments
- Prepare correspondence, cover letters, and meeting materials
- Arrange and manage travel
- Multi-task, organize, and complete projects and track key deliverables
- Provide support to firm leadership and management

Qualifications

- Minimum of an associate degree or five or more years of executive-level support
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- Ability to use strong business judgment with advanced prioritization skills to handle complex tasks
- Organized, meticulous, detail-oriented, and able to multitask to meet deadlines
- Good written and verbal communication skills
- Team player, able to work well with all levels of the firm, as well as with clients
- Desire to work successfully in a small firm environment

Salary and Benefits

- Competitive salary depending on experience
- Two weeks (10 business days) of PTO, one week (5 business days) PST
- Paid holidays
- In-office Mondays through Thursdays, Flex Fridays (work from home),
- Eligible for discretionary bonus pool and incentive compensation
- Paid health, dental, and vision insurance
- Paid short- and long-term disability insurance
- Paid parental leave
- 401(k) and Profit Sharing, including a minimum 3% employer match
- Matching gift charitable donation program

- Tuition reimbursement for professional accreditation/continuing education requirements, and other education/training opportunities
- Paid covered parking
- Firm-sponsored outings, professional development opportunities, retreats
- Beautiful office suite in a desirable location in the Phoenix financial district
- Developmental assistance and leveraging of networks to join non-profit and other outside boards

At Versant Capital Management, we strive to achieve a healthy work/life balance. We enjoy celebrating successes and having fun. We're driven to continue building a workplace based on inclusive behaviors and equitable systems, where all employees can feel engaged and share their perspectives as valued members of our team.