

Role Title
ADMINISTRATIVE ASSISTANT, Capital Management (NYC)
Role Summary

Dawson Partners (“Dawson”), based in Toronto, is a fast-growing private equity firm focused on accelerating liquidity on private equity portfolios through structured solutions. Dawson seeks to provide customized and flexible liquidity solutions for private equity investors through the use of structured solutions with existing investors or outright purchases of portfolios which are subsequently structured into different securities. Dawson currently has over US\$20.0B under management. Dawson is seeking diverse, energetic, and dynamic individuals who thrive in a fast-paced, high-performance, entrepreneurial environment.

The Administrative Assistant plays an essential role in supporting the Capital Management team and being the organization’s first point of contact for those entering the office located in New York City. This person will work independently, as well as collaboratively, with the Administration team on firm-wide projects and events.

The successful candidate has strong expertise in calendar management and travel arrangements, possesses excellent written and verbal communication skills, and ability to work independently and as a part of an Administration team.

Role-Specific Accountabilities
Calendar Management:

- Heavy emphasis on multi-calendar management
- Cohesive coordination between the Capital Management team, and other internal groups, when required
- Thoughtful consideration around booking meetings & calls with internationally located individuals and groups

Clerical duties:

- Reply to inquiries or requests from investors in a professional manner
- Prepare and distribute materials in advance of investor meetings/calls
- Prepare and submit expense reports for the CM team in a timely manner

Administration Team:

- Work collaboratively with the existing administration team on various projects, including offsite meetings, Annual General Meeting, group socials, etc.
- Culture cultivator – outgoing, proactive with ideas to help foster team culture, effectively building and maintaining relationships with colleagues across all pillars of the organization and offices

Travel Logistics:

- Coordinate the timely booking of logistics surrounding CM team travel (flights, hotel, car rental, trains) taking cost and travel time into consideration
- Being available during “off hours” to assist in travel change and unexpected scenarios (i.e., canceled flight) where critical thinking and decision-making will be required

Front Office:

- Greet in-office guests in a welcoming and professional manner
- Set up/ take down boardrooms in advance of investor on-site meetings
- Order office supplies; monitor current supply inventory

Education, Experience & Capabilities

- Administrative Assistant with minimum 1 year experience
- Experience in an investment management related organization is preferred, but not required
- Ability to multitask, meet pressing deadlines and make sound decisions based on priorities and risks
- Strong attention to detail, critical thinking, analytical and problem-solving skills
- Effective written and verbal communication skills
- Proficient in Microsoft Office Suite - Microsoft Word, PowerPoint, and Excel

Salary Range: US\$55,000 – \$70,000 per year + discretionary bonus

Our Commitment to Inclusion and Diversity

At Dawson Partners, we are committed to being a truly diverse firm and fostering an inclusive and supportive culture. Employing a talented, diverse, and inclusive workforce is more than just an obligation; it is a critical component of our growth aspirations and a competitive advantage of our Firm.

In addition, we are committed to fostering an inclusive and accessible recruitment experience where all candidates are valued, respected, and supported.

If you require an accommodation for any part of the recruitment process (including alternate formats of materials, accessible meeting rooms, etc.), please let us know, and we will be pleased to work with you to meet your needs.

To apply:

Send a copy of your resume to careers@dawsonpartners.com and reference the role title **Administrative Assistant, Capital Management (NYC)** in the subject line.

We thank you for applying, however, only those selected to continue will be contacted.