**Administrative Assistant – Municipal Capital Markets**

Oppenheimer & Co. Inc., a leading mid-tier investment bank, is currently seeking a FINRA registered Administrative Assistant to support the Municipal Underwriting team in the Stamford office.

The position reports to the Managing Director of Municipal Underwriting. The Administrative Assistant will provide general organizational support to the Municipal Underwriting team in a fast paced environment. They will also be responsible for executing trade tickets and reconciling syndicate accounts at the end of each day. The ideal candidate will have a proactive mindset in order to anticipate business needs, excellent communication skills and will assume ad hoc responsibility for project-oriented tasks.

Responsibilities

* Provide general administrative support, which includes but not limited to the creation, maintenance and editing of documents, spreadsheets, files, and presentations
* Execution of trade tickets
* Reconciliation of syndicate accounts
* Calendar management and coordination of meetings, including travel arrangements
* Preparation and tracking of expense reports and reimbursements
* Prioritize daily work, track progress of projects and deadlines, answer phones, take messages and schedule appointments
* Facilitate visits from vendors, clients and firm personnel

Skills/Requirements

* FINRA Series 53 and Series 63 required
* FINRA Series 52 is a plus. Will be required to obtain Series 52 within first twelve months of employment
* Possess a high degree of proficiency with technology including MS Office products (Word, Excel, PowerPoint and Outlook)
* Bloomberg experience is a plus
* 3+ years’ experience working as an administrative assistant in a corporate environment, ideally within financial services industry
* Must be a team player with an energetic, positive disposition seeking growth and opportunity to expand the role
* Must be able to maintain the highest level of confidentiality
* Demonstrate strong accuracy and thoroughness in all facets of daily work and possess superb organizational skills
* Able to interface and articulate well with all levels of employees, management and clients in a highly professional, timely and friendly manner
* Able to meet designated deadlines and work effectively in a pressurized environment

Please submit a cover letter and resume to [recruitment@opco.com](mailto:recruitment@opco.com) include in the subject line Underwriter Assistant.