



About Alerian and S-Network Global Indexes, Inc.

Alerian, together with its subsidiary S-Network, is a leading independent index provider focused on building innovative, index-based investment strategies. Through indexing, benchmarking and calculation services, Alerian serves the global investment community. Built on a foundation of data rigor and specialty research, Alerian's comprehensive family of indexes includes the leading energy, thematic and smart-beta indexes, such as the first real-time MLP index – The Alerian MLP Index, S-Network Closed-End Fund Index Series, S-Network Global Benchmark Family, S-Network Dividend and Income Indexes and S-Network Renewable and Natural Resources Indexes. Today, Alerian has over 200 customers world-wide.

Responsibilities

- Oversees CEO's calendar by planning, scheduling, and optimizing meetings and calls
- Manages travel arrangements (post-Covid) for CEO and company directors
- Serves as a gatekeeper to the CEO by screening phone calls
- Coordinates logistics for conferences, speaking engagements, and webcasts that the CEO and company directors attend
- Transcribes meeting notes
- Compiles receipts and reconciles expense reports
- Maintains CEO's contact list
- Welcomes and greets visitors (post-Covid), answers and directs main office line calls
- Plans company outings, bonding activities, and celebrations (post-Covid)
- Handles office management tasks including office supply orders, organizing supply room and kitchen, checking mail, and ensuring completion of office maintenance requests
- Provides personal assistance to the CEO as required
- Performs all other related duties as assigned

Qualifications

- Bachelor's degree
- 2 years' experience as an Office Manager, Client/Project Manager, or Corporate Event Planner
- Proficiency in Word, Excel, and Outlook required
- Excellent interpersonal acumen with the ability to interact positively with co-workers and external stakeholders
- Strong organizational, critical thinking, and time management skills
- Ability to self-manage daily and monthly deadlines
- Robust verbal and written skills
- Can provide his or her own transportation to and from the Alerian office and be able to run errands when needed (post office, bank, etc.)
- Able to lift and carry 35lbs

Benefits and Compensation

- Salary commensurate with experience
- Insurance offerings include: Medical, Dental, Vision, Disability, and Life
- 401(k) program with matching

To Apply

Please send your resume and cover letter to careers@alerialian.com.