

Job Title: Executive Assistant to Entrepreneurial Partner

Location: Warsaw, Poland

Job Type: Full-Time

About the Company:

Filipowicz & Co. is a dynamic corporate finance advisory firm specializing in mergers and acquisitions (M&A), capital raising, and corporate restructuring for businesses across various industries. Our firm is driven by a commitment to delivering exceptional value to our clients through expert financial consulting, strategic insight, and innovative solutions. The entrepreneurial culture of the firm fosters innovation, collaboration, and growth.

Position Overview:

We are seeking an organized, proactive, and resourceful Executive Assistant to support an Entrepreneurial Partner in our corporate finance advisory firm. The ideal candidate will be adept at managing a wide range of administrative and executive support tasks, allowing the Partner to focus on business development, client management, and strategic initiatives. This role requires someone who thrives in a fast-paced environment and can anticipate needs, prioritize effectively, and ensure the smooth running of day-to-day operations.

Key Responsibilities:

- **Executive Support:** Provide comprehensive administrative support to the Partner, including managing calendars, scheduling meetings, and organizing travel arrangements. Ensure the Partner's time is optimized, and priorities are managed effectively.
- **Client Relationship Management:** Act as a liaison between the Partner and key clients. Manage client correspondence, schedule meetings, and ensure timely follow-ups on action items. Maintain discretion with sensitive client information.
- **Meeting Preparation & Follow-Up:** Prepare agendas, reports, and presentations for client meetings, internal strategy sessions, and other key discussions. Take detailed meeting notes, track action items, and ensure follow-up on critical tasks.
- **Project Coordination:** Assist the Partner in managing multiple client projects, ensuring timelines, deliverables, and key deadlines are met. Coordinate with internal teams to gather information, reports, and updates as needed.
- **Communication Management:** Manage all incoming and outgoing communications on behalf of the Partner, including phone calls, emails, and other correspondence. Draft and review emails, memos, and reports for accuracy and clarity.
- **Research & Information Gathering:** Conduct market and industry research to provide the Partner with insights and data for client engagements, presentations, and business development initiatives.
- **Travel & Event Coordination:** Organize complex travel arrangements, including flights, accommodations, and itineraries for business trips. Assist in the planning and coordination of client events, conferences, and internal firm gatherings.

- Document Management: Maintain organized digital and physical files for the Partner, including contracts, client documents, financial reports, and presentation materials. Ensure documents are accessible and up to date.
- Personal Assistance: Provide ad-hoc personal assistance to the Partner when required, including managing personal appointments, handling personal travel, or overseeing personal projects.
- Process Improvement: Proactively identify opportunities to streamline processes and enhance the Partner's efficiency, including suggesting and implementing tools or systems that support better workflow management.

Qualifications:

- Education: Bachelor's degree in business administration, Communications, or a related field preferred, but not required based on experience.
- Experience: 5+ years of experience as an Executive Assistant, ideally supporting a senior executive in a fast-paced, entrepreneurial environment. Experience in finance or corporate advisory is a strong plus.
- Technical Skills: Proficient in Microsoft Office Suite (Excel, PowerPoint, Word, Outlook) and comfortable with project management tools and CRM systems.
- Organizational Skills: Exceptional organizational and time-management abilities, with a talent for managing multiple tasks and deadlines simultaneously.
- Communication Skills: Excellent verbal and written communication skills, with the ability to draft high-quality documents, presentations, and emails on behalf of the Partner.
- Discretion & Confidentiality: High level of professionalism and discretion, with a proven ability to handle sensitive information and maintain confidentiality.
- Problem-Solving: Strong problem-solving skills and the ability to adapt to changing priorities and unexpected challenges.
- Proactive Mindset: A self-starter who can anticipate the Partner's needs, take initiative, and execute tasks independently with minimal supervision.
- Interpersonal Skills: Ability to build strong relationships with clients, team members, and external stakeholders. Friendly, approachable, and able to represent the Partner and firm with professionalism.

Why Join Us?

- Opportunity to work closely with a dynamic and entrepreneurial Partner in the corporate finance industry.
- Exposure to high-profile clients and complex transactions in the world of M&A, corporate finance, and strategic advisory.
- Competitive compensation package and benefits.

- A supportive and collaborative team environment where your contributions are valued.
- Room for professional growth and development in a fast-moving, innovative firm.

At Filipowicz & Co., we are committed to fostering a culture of excellence, innovation, and professional growth. We are an equal-opportunity employer and value diversity in the workplace.