

Title	Location	Classification
Executive Assistant	Madison, WI	Full-Time

### Background

Founded in 1974, the Madison Investments organization has grown into nationally recognized asset management firm that manages client assets across a suite of mutual funds, managed accounts and customized portfolios. The catalyst for the Firm's growth has been a management style that looks beyond short-term trends, emphasizing the performance of investments over full market cycles. Our highly credentialed investment professionals share a belief in high-conviction, risk-conscious investing, and have the autonomy to shape this approach within their own investment teams. For more information on the Madison Investments organization, please visit [www.madisoninvestments.com](http://www.madisoninvestments.com)

### Position Description

We are looking for an Executive Assistant to support our Equity team. This individual will primarily support the Head of the Mid Cap and Large Cap teams. They will also be responsible for supporting other members of the Equity team as needed.

To be successful in this role, the candidate should be self-motivated. The candidate should have excellent organizational and problem-solving skills. The candidate should be comfortable in an entrepreneurial and deadline-driven environment. The role requires a team-player, who can effectively communicate with all members of the Equity team and across the organization. We are looking for someone who is willing to go above and beyond, has a can-do attitude and who is proactive in their work.

### Duties

- Maintain calendar for the Head of Mid and Large Cap. Schedule meetings on their behalf
- Act as point person for correspondence with external and internal parties
- Maintain and manage resources for the equity team i.e., subscriptions, databases, etc.
- Maintain correspondence with portfolio companies and research contacts via letters, thank you notes, greeting cards, etc.
- Assist in preparation of presentations and meetings, i.e., prepare packets, create slides, gather information and format into charts, etc.
- Compile and gather information for various research, marketing, and business items
- Coordinate team activities, including lunches, events, and awards for the Equity team
- Conduct data compilation to assist with research

### Required Qualifications:

The ideal candidate will possess the following attributes/skills:

- Bachelor's degree preferred but not required
- Executive assistant experience preferred
- Financial industry experience a plus
- Working knowledge of Microsoft suite of products
- Strong communication skills, both verbal and written, with the ability to perform duties independently
- This position works primarily in an office setting

**Benefits**

- Comprehensive Benefits: health insurance, profit sharing and 401k match
- Company Culture: collaborative, team-oriented, fast-paced, challenging and innovative
- Professional Development: training, advancement potential, cross-functional project opportunities

**RESUMES CAN BE SENT ELECTRONICALLY TO [Jobs.Equity@Madisonadv.com](mailto:Jobs.Equity@Madisonadv.com)**