



OPPORTUNITY: HUMAN RESOURCES AND ADMINISTRATIVE ASSISTANT

Rivel is currently seeking a talented, self-assured **HR and Administrative Assistant** who has flexibility to work remotely as well as in our Westport, CT office as needed. This person will report to the COO and will be a critical member of the support staff for the firm's sales consultants and HR function. This is a broad-based, fast-paced role in a rapidly growing, values-driven company.

PRIMARY RESPONSIBILITIES:

- Support members of the sales team
- Assist COO with all HR responsibilities (e.g., recruiting, onboarding, timekeeping, benefits, training)
- Coordinate/confirm meetings and conference calls
- Arrange travel
- Prep materials for client meetings
- Perform special projects as assigned

REQUIREMENTS:

- Associate or Bachelor's degree
- Administrative professional (*min 2 years' experience*)
- HR-related experience (*min 1 year*)
- Alignment with Rivel's [core values](#)
- Friendly, sense of humor, sincere, enthusiastic, go-getter
- Excellent verbal/written communication skills
- Excellent time management skills, methodical, organized
- Motivated, quick learner, works with sense of urgency
- Can handle multiple assignments/changing priorities
- Meticulous attention to detail and accuracy
- Ability to manage different personalities on the team
- Highly proficient in Word, Excel and PowerPoint

As data-driven management consultants, Rivel helps management teams and boards improve valuation, mitigate risk and drive performance.

Since 1991, Rivel has been advising management teams and boards on how aligning attitudes and behaviors of key stakeholders (employees, customers and shareholders) can make the difference between success and failure in their business.

Our rapidly growing client list includes some of the largest publicly traded companies in the world across all industries.



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CONTACT:

Please email a resume accompanied by a cover letter to Mike Kolakowski at: careers@rivel.com

Click [here](#) for more info on Rivel
No phone calls please