

Job Opening: Executive Assistant, Client Relations

About Shining Rock Advisors

Shining Rock Advisors is a registered investment advisor based in Asheville, North Carolina, that manages assets on behalf of clients all over the world. We invest in a variety of public, private, and fixed-income securities. We are a small team with a business that is growing quickly. Our north star is “what’s best for the client,” which guides all our decision-making and interactions.

The Role

This is a full-time position that requires being in the office daily (primarily). You will have significant responsibilities on day one and will be trained personally by the owners. This role involves a lot of administrative work, so you must be highly organized and detail-oriented.

- **Location:** Downtown Asheville, North Carolina (primarily in office daily)
- **Status:** Full-time
- **Compensation:** Pay and benefits are negotiable based on experience and qualifications.
- **Values:** You must be able to align yourself with the core value of doing "what's best for the client."

Daily Responsibilities

- Scheduling
- Preparing paperwork via DocuSign
- Preparing UPS envelopes
- Preparing billing spreadsheets and paying bills
- Daily client interactions

To be successful, you must be:

- A self-starter, capable of working independently
- Highly organized
- Detail-oriented
- Capable of communicating with clients in a professional and polished manner
- Be presentable on a daily basis

- A mindset that is ready to work and earn your keep. There is significant room for growth and advancement here and it can be a rewarding experience, but requires effort

Bonus

Accounting and/or paralegal experience is a positive, although not strictly necessary.

How to Apply

Qualified candidates must email **jake@shiningrockadvisors** with:

1. A resume.
2. A brief 2-3 paragraph introductory message detailing who you are, what your experience is, and why you feel like you would succeed in this role.
3. The subject line should read: **Executive Assistant Job Application - (Your Name)**

All applications will receive a response, at minimum, and potentially an invitation to interview.