

BRIDGEWAY CAPITAL MANAGEMENT JOB POSTING

Job Description: Administrative Assistant Business Operations Team

Bridgeway Capital Management

Bridgeway Capital Management Inc. (BCM) is a Houston-based investment management firm founded in 1993 with approximately \$8 billion in assets under management. Bridgeway offers no-load mutual funds, sub-advisory services, and separate account management to institutional and retail clients. Bridgeway believes that a disciplined, statistical process – grounded in academic theory and fundamental data over long periods of time – drives success in long-term investing. We believe our strong and principled organizational culture coupled with our disciplined investment process allows us to deliver innovative investment solutions to institutions, advisors, and individuals. Bridgeway strives to put investors' interests first by emphasizing integrity, performance, efficiency, and service. Bridgeway believes in a servant leadership centric culture and achieving transformative change in our communities by contributing 50% of profits to charitable endeavors.

The Administrative Assistant is responsible for leading office administration ensuring organizational effectiveness and efficiency. The professional serving in the role will work independently handling a wide range of administrative tasks and special projects as assigned.

Responsibilities

- Manage and execute office administration, including but not limited to: manage reception area, information management, meeting coordination, meal ordering, office supply management, telephone coverage, mail distribution, oversight of office equipment, travel arrangements, processing of expense reports and invoices.
- Welcome guests and direct them appropriately
- Serves as facilities liaison with building management
- Perform accounting tasks such as corporate card reconciliation, deposit checks and petty cash management
- Manage relationships with office related external partners and service providers
- Provide oversight of record retention process for onsite and offsite storage
- Coordinate/lead project-based work as requested (i.e. – print and copy projects, PowerPoint presentations, company event planning and support, etc.)
- Provide back up support to executive assistants and supplemental support to firm as needed
- Engage in professional development to stay current with administrative skills, trends and technology
- Occasional travel in the office vicinity to obtain needed items
- Review and update operating practices and implement improvements as needed

Skills/Requirements

- Exceptional written, verbal and interpersonal communication skills
- High energy and warm welcoming demeanor with a desire to work in a servant leadership culture
- Strong organizational and planning skills, with attention to details while managing competing priorities
- Must work productively and proactively with minimal supervision
- Proficient in MS Office and QuickBooks exposure a plus.

Experience/Education:

- Proven office management, administrative or assistant experience (three years plus)
- Experience in corporate office environment preferred
- High school diploma required college degree or courses a plus

