



Job Opening

Institution/Company: Securities Litigation and Consulting Group, Inc.

Employer Type(s): Business or Industry

Position Type(s): Administrative Assistant

Geographic Location: Tysons Corner, VA

Description:

Securities Litigation and Consulting Group (SLCG) has an immediate opening for a full-time administrative assistant. The administrative assistant role is ideal for an energetic and motivated self-starter who will work to support researchers and staff as they construct expert testimony and conduct research on financial products and services. The tasks performed will vary from day to day and include typical administrative work as well as supporting various projects on an as-needed basis.

Responsibilities:

As the Administrative Assistant, you will support the researchers and staff in the company and become part of a team that values hard work and dedication. You will act as the primary point of contact for the majority of administrative needs in the office, interact with engaging professionals, and support various projects. Your ability to navigate shifting priorities with confidence and ease will guarantee your success with this company.

Administrative Assistant Responsibilities:

- Coordinate resources, schedules, and timelines for special projects
- Track and enter account receivables
- Enter time and billing expenses
- Run monthly invoice reports and create invoices
- Monitor and maintain supplies; ordering new ones as needed and keeping the office tidy
- Manage and organize received document packages
- Track employee sick and vacation leave
- Serve as the front face of the office, including responding to general inquiries via phone and email, greeting guests, and ordering and picking up lunch as needed for meetings
- Demonstrate a high level of initiative and ensure that all assignments are completed within deadline
- Take charge of additional assignments and support case work and research as needed

The successful candidate will have:

- a Bachelor's degree
- proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- excellent communication skills, both written and verbal
- a proven track record of organization, reliability, and a keen eye for detail
- the ability to work diligently and efficiently, in both a team setting and independently
- integrity and initiative
- self-motivation with a positive and professional demeanor
- outstanding problem-solving skills

Previous administrative experience a plus.

Securities Litigation and Consulting Group, Inc ("SLCG") is a financial economics consulting firm based in the Virginia suburbs outside of Washington, DC. SLCG was founded in 2000 by Craig McCann, PhD, CFA to provide finance, economics and investment management consulting. Dr. McCann has 20 years of experience analyzing investments in academia,

government and private industry. Over the years, SLCG's staff has grown to include PhD, MA and BA level professionals with academic, industry and government experience.

SLCG provides consulting services and expert witnesses to law firms, publicly-traded corporations, banks, brokerage firms and individuals involved in complex litigation throughout the United States. Our litigation projects include securities class actions, trust management and brokerage industry disputes, white collar criminal proceedings and regulatory investigations. Our experts have testified in state and federal court and in various arbitration forums.

SLCG offers competitive salary and benefits, flexible schedule, and excellent working conditions to the ideal candidate.

To apply, please send a copy of your resume and a cover letter to slcgjobs@slcg.com with the title “Administrative Assistant Application” in the subject line.