

Tudor, Pickering, Holt & Co. is a leading integrated investment bank focusing on the energy industry. Headquartered in Houston, Texas, the firm has offices in Denver and New York, and an affiliate in London. In addition to a securities firm, this growing company has a private equity business and an asset management division.

This dynamic 130+ person firm is seeking an Executive Assistant for its Investment Banking Division in Houston, Texas. The ideal candidate should have prior banking experience, have outstanding verbal and written communication skills; strong proficiency in Word, Powerpoint and Excel; as well as the ability to work in a fast-paced; constantly evolving environment with strong attention to detail.

Job Description: Executive Assistant, Investment Banking Division

Years of Experience: 7+ years

Responsibilities to include, but not limited to:

- Support team of investment bankers, including Managing Director(s)
- Make extensive travel arrangements
- Provide high-level executive support
- Offer strong project management skills to deliver task on or before given deadlines
- Manage multiple projects to ensure on time delivery, working with all levels of management
- Prepare various reports using Excel and expense report preparation
- Schedule department and client internal/external meetings
- Create correspondence using MS Word
- Liaise between executives and other members of the firm
- Interaction with clients and vendors
- General administrative duties; mail, fielding phone calls, etc.
- Support fellow administrative staff to ensure optimum support for investment banking executives

Prerequisites:

- Advanced experience with MS Word, Excel, PowerPoint, Outlook
- Outstanding verbal communications skills, written communication and proofing skills
- Fast learner with the ability to work in a fast-paced, constantly evolving environment
- Extremely organized and very detail-oriented
- Self starter with the ability to work under a little or no supervision with a strong desire to excel
- Previous experience as an Investment Banking EA

Tudor, Pickering, Holt & Co. offers a competitive salary and bonus opportunity. TPH also offers medical, dental, life, and AD&D insurance, company matching 401K program, and paid parking. EOE. Qualified and interested candidates should send their resumes with salary history to: Resumes@tudorpickering.com.

No calls please.