



Nodal Exchange is a derivatives exchange providing price, credit and liquidity risk management to participants in the North American energy markets. Nodal Exchange is a leader in innovation, having introduced the world's largest set of electric power locational (nodal) futures contracts. All transactions on Nodal Exchange are cleared through its recently launched clearing house, Nodal Clear, using a portfolio margining approach that provides participants significant risk management and capital efficiency advantages.

Nodal Exchange and Nodal Clear run on a proprietary platform consisting of trading tools, operational workflow, financial calculations, network optimizations, third-party interfaces, and more. The complexity of our business allows unparalleled opportunities for team members to contribute to a complex technology environment while expanding a broad range of professional and technical skills. The firm recruits only top talent and has a culture in which the best idea wins the day unfettered by egos or hierarchies. We are now looking for talented, innovative individuals to join our team in the following role in Tyson's Corner, VA (DC Metro area):

Executive Assistant and Office Administrator

Aspects of the role will include:

- Acting as the front desk receptionist
- Managing office supplies
- Managing mail and courier services
- Managing employee special events and weekly lunches and breakfasts as appropriate
- Managing office facilities and kitchen and working with landlord
- Supporting accounting function and assisting with expense reimbursement, vacation tracking and fixed asset tracking
- Supporting marketing efforts such as events and promotional materials
- Supporting publications orders and internal library
- Assisting with new employee orientation and ensuring they are set-up with the right resources (e.g., business cards, parking pass, keys, etc.)
- Helping with copiers, printers and service for shredding of confidential material as needed
- Working with outside office contractors: vending, courier, supplies, etc.
- Supporting executive team as needed

Requirements:

- Strong communications skills
- Excellent interpersonal skills
- Self-direction and taking “ownership” of office environment
- Attention to detail and high integrity
- Experience with Microsoft Office products (e.g., Word, Excel, PowerPoint)

Preferred:

- Familiarity with accounting processes