

Fidem Financial Executive Assistant to C-Suite Executives

Location: Philadelphia / Hybrid

Company: Fidem Financial

Employment Type: Full-time

Position Summary

Fidem Financial's executive team is growing, and we are seeking a seasoned, highly proactive Executive Assistant to provide comprehensive administrative and logistical support to four C-level executives. The ideal candidate will have extensive experience supporting C-suite leaders, with a proven ability to anticipate needs, manage complex priorities, and operate with discretion at the highest level of the organization. This role requires deep expertise in coordinating global executive travel, managing visa and immigration processes, and overseeing a wide range of operational and strategic initiatives. You will serve as a trusted partner to the executive team, ensuring seamless execution of priorities in a fast-paced, dynamic, and globally connected environment.

Key Responsibilities

- Serve as a strategic partner to C-level executives, anticipating needs, prioritizing demands, and enabling leaders to focus on critical business objectives.
- Manage complex, multi time zone calendars and schedules for multiple executives, balancing shifting priorities and ensuring alignment with company strategy and deadlines.
- Act as the central hub of communication for the executive team, screening correspondence, triaging requests, and ensuring all interactions reflect the tone, professionalism, and discretion of the C suite.
- Exercise sound judgment and confidentiality in handling sensitive financial, personnel, and strategic information, functioning as a trusted gatekeeper and advisor.
- Coordinate and execute global travel logistics including multi leg international itineraries, visa and immigration documentation, entry and exit compliance, and risk mitigation.
- Prepare and maintain visa applications and international documentation for executives and business teams, liaising directly with consulates, legal advisors, and travel management companies.

- Plan and coordinate internal and external engagements, including board meetings, investor sessions, global conferences, and cross functional leadership events.
- Draft, refine, and prepare high quality materials, such as board decks, executive summaries, and briefing notes, often under tight deadlines.
- Monitor operational rhythms and anticipate upcoming needs, from briefing documents to travel approvals, ensuring seamless execution of daily and long-term initiatives.
- Collaborate cross functionally with finance, HR and operations teams to support strategic initiatives, track deliverables, and maintain business continuity in the executives' absence.
- Build and maintain strong relationships with internal and external stakeholders, including board members, investors, and global partners, representing Fidem Financial's leadership with professionalism.
- Identify and implement process improvements that enhance efficiency, reduce administrative friction, and align executive workflows with organizational priorities.
- Leverage technology intelligently, using advanced productivity tools such as Expensify, Outlook and Microsoft 365 to streamline travel, scheduling, and communication.
- Maintain poise under pressure, managing crises such as travel disruptions or last-minute schedule shifts calmly and proactively.
- Demonstrate strong business acumen, understanding financial terminology, compliance protocols, and corporate governance to align administrative decisions with the firm's strategic direction.

Qualifications

- 5–7 years of experience supporting C-suite executives in a complex, global organization.
- Proven ability to manage international executive travel logistics with direct experience handling visas and entry/exit documentation.
- Outstanding organizational, prioritization, and time-management abilities; capable of handling multiple priorities simultaneously.
- Excellent written and verbal communication skills; adept at working with senior stakeholders and external partners globally.
- High level of confidentiality, professionalism, and discretion in all interactions.
- Expert proficiency with Microsoft Office Suite, calendar management tools, and travel/expense platforms.
- Ability and willingness to travel internationally (including last-minute or extended trips) and to work outside normal hours when required.

- Bachelor's degree preferred or equivalent relevant experience.

Preferred Qualifications

- Experience supporting executives with global business operations.
- Familiarity with corporate security protocols, global mobility, or travel risk management.
- Experience using CRM, visa tracking, or digital travel-management systems.

Why Fidem Financial

- Collaborative and growth-oriented environment.
- Exposure to strategic initiatives in payments, consumer credit, and M&A.
- Opportunities for professional development and advancement within the firm.

How to Apply

Please submit your resume and a brief cover letter highlighting relevant experience to simone.mare@fidem-financial.com with the subject line "Executive Assistant".

Equal Employment Opportunity Statement

Fidem Financial provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, veteran status, or any other protected characteristic under applicable federal, state, or local law. We celebrate diversity and are committed to creating an inclusive environment for all employees.