

Location: Omaha, NE

We are looking for an enthusiastic and ambitious administrative support specialist to join our team. The right candidate will have strong organizational and prioritization skills, as well as a proactive approach to problem-solving, in order to effectively provide project and general administrative support to members of our team. Client service and collegiality are key parts of our culture and the right individual will be professional, friendly, articulate and courteous when interacting with our team and clients/guests. This person will also be the "face" of the company by welcoming visitors either in person or over the telephone, and respond to or refer inquiries. This position will allow for Work from Home for up to 25% of the time, subject to company needs.

## Essential Functions

- Perform administrative support, including drafting correspondence, preparing and reviewing documents, presentations and reports, assembling meeting materials for boards of directors, clients and prospects
- Manage or support special or ongoing projects as assigned
- Clean, update, and organize client data within the firm's CRM system (Salesforce)
- Support the marketing and sales teams by organizing the distribution/shipping of firm promotional materials (including conference booths, company literature and "schwag" items)
- Coordinate and assist in helping prepare for internal / external meetings and events
- Greet and assist guests in a professional and friendly manner, whether in person or over the telephone
- Manage incoming phone calls, including answering, taking messages, forwarding, and screening phone calls, as well as manage company voicemail to reflect office closings and/or special events. Schedule meetings, make reservations and arrange for travel and transportation services when needed
- Assist in managing the maintenance of physical and digital file storage for various departments, as well as producing photocopies
- Manage incoming and outgoing physical and electronic mail (including managing postage machine) and other correspondence, including sorting and distributing
- Receive deliveries and dispatch appropriately
- Assist in managing inventory of office and kitchen supplies
- Coordinate with property manager / building maintenance regarding minor office needs and repairs
- Other administrative responsibilities as assigned

## Requirements

- Proven experience in an administrative and/or front office role
- Professional appearance; articulate and courteous communication style
- Excellent interpersonal skills, and strong written and verbal communication skills
- Proven work ethic, dedication and high attention to detail
- Enjoy working collaboratively, able to contribute positively as part of a team interacting with all departments
- Excellent time management, multi-tasking and organizational skills
- Advanced proficiency in MS Office (i.e. MS Outlook, MS Word, MS Excel, MS Access, MS PowerPoint). CRM experience, particularly Salesforce, and/or Discovery Data is a plus.
- Experience using office equipment, including printers and fax machines, as well as handling mail and postage machine

Please apply by submitting resume by e-mail at [careers@weitzinvestments.com](mailto:careers@weitzinvestments.com).

## About Weitz Investment Management

Founded by value investor Wally Weitz in 1983, Weitz Investment Management, Inc. is a boutique, employee-owned asset management firm headquartered in Omaha, Nebraska. Over the past three decades, Weitz has leveraged its research-driven approach to capitalize on opportunities that arise out of market inefficiencies. Decisions are backed by thorough research, logical strategies, extensive debate and our team's personal commitment to long-term results.

The Weitz team builds and manages concentrated, high-conviction, actively managed portfolios. Through bottom-up, proprietary research that emphasizes fundamentals, we focus on creating positive results over the long term. We offer a variety of options for investors with different goals and preferences, including equity and fixed income investment strategies.

We offer all employees competitive compensation and benefits including medical, dental and vision coverage, as well as parental leave, paid time off, on-site gym access, and a very generous qualified profit sharing plan. Compensation includes salary and bonus and will be commensurate with experience.