

Partner Support Manager

The Sharpe Group (TSG) | Denville, NJ

Hybrid: 4 days in office, Fridays remote

The Sharpe Group (TSG) is a growing CPA and advisory firm serving entrepreneurs and closely held businesses. We are seeking a highly dependable, organized, and discreet Partner Support Manager to support two senior partners, Mitch and Jenny Sharpe.

This is a high-trust, hands-on support role for someone who naturally takes ownership and enjoys being the person others rely on to keep things running smoothly. The role combines core administrative support, complex calendar management, and personal assistance, and requires strong judgment, flexibility, and comfort shifting priorities throughout the day.

This position is ideal for someone who has spent their career as the “go-to” person behind the scenes and understands that doing the small things well is what enables everything else to work.

Position Overview

The Partner Support Manager serves as a central point of coordination and support for two busy partners. The role blends hands-on administrative work with calendar management and personal logistics, and requires discretion, initiative, and confidence managing competing priorities independently.

Some responsibilities are routine and administrative in nature; others require judgment, responsiveness, and proactive coordination. Both are essential to the success of this role.

Job Requirements

- Hybrid role: 4 days per week in office, Fridays remote
 - Reliable car required for local errands
 - Prior experience supporting senior executives, partners, or principals
 - Strong office administration experience, including document handling and organization
 - Advanced, daily-use proficiency in Microsoft 365, particularly Outlook (complex calendar management), Teams, Excel, and Word
 - Comfortable working in a fast-paced, relationship-driven environment
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Who Thrives in This Role

- Enjoys being the person who keeps things moving and removes friction
 - Comfortable supporting both administrative and personal needs
 - Highly organized with strong attention to detail
 - Able to pivot quickly when priorities change
 - Dependable, consistent, and discreet
 - Confident using Microsoft Outlook and related tools independently
 - Communicates clearly and works well with others, especially around scheduling
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Key Responsibilities

- Manage and coordinate complex business and personal calendars
 - Act as a gatekeeper to partner schedules; manage time and availability
 - Send meeting confirmations, reminders, and follow-ups
 - Perform core administrative and office support, including:
 - Scanning, electronic filing, and document organization, etc.
 - Ordering office supplies and snacks
 - Running office-related errands
 - Handle personal logistics and errands with discretion, including:
 - Picking up prescriptions or lunch
 - Coordinating car services
 - Ordering and managing gifts
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A Note on Fit

This role is ideal for someone who already knows how to manage complex calendars and competing priorities without being told how to do it.

Comfort with both routine administrative work and higher-impact coordination is essential.

Why This Role Is Different

This is a partnership-focused support role built on trust, flexibility, and initiative. The right person will become an essential part of the daily rhythm of a growing firm.

We offer a competitive compensation package that reflects the trusted nature of this role, along with a full benefits package and a hybrid work schedule.

Interested candidates, please send cover letter and resume to: karend@sharpegroupnj.com
