

VACANCY FOR:

EXECUTIVE ASSISTANT

JOB TITLE:

Executive Assistant

REPORTS TO:

The CEO

JOB SUMMARY:

Responsible for providing administrative and technical support to the CEO of InfraCredit.



JOB RESPONSIBILITIES:

The resource person will responsible for but not be limited to the following:

- Manage the CEO's calendar (Meetings, Events and other schedule of activities).
- Coordinating the activities of the CEO including speaking engagements, client meetings and strategic engagement with stakeholders.
- Maintaining the CEO's internal and external correspondence – memos, emails, presentations, reports.
- Work closely with the strategy team to ensure smooth coordination and tracking of strategic activities with the CEO's schedule.
- Provide technical support in preparation of presentations, correspondences and reports including ensuring timely submission as applicable.
- Manage travel itinerary and coordinate related administrative activities.

- Coordinate administrative and finance related matters with the departments to ensure smooth management of the CEO's office.
- Coordinate reports and information required by the CEO with the relevant business units
- Coordinate all administrative and logistics support for the CEO's day to day activities
- All other tasks related to the above functions as delegated by the CEO.

The candidate will be provided the opportunity to transition to the origination and structuring team (subject to vacancy) after 2 years of satisfactory performance in the role and upon satisfactory appraisal.



SKILLS AND QUALIFICATIONS:

1. Minimum of 3 years of work experience in finance and/or investment research with strong ability to provide administrative support.
2. Graduate degree qualification.
3. Strong organizational skills and the ability to manage time effectively in a fast-paced environment.
4. Very strong alignment with InfraCredit's core value system - Innovation, Passion, Integrity and Collaboration.
5. Good communication skills, with an ability to engage effectively with clients, internal peers, inside/outside counsel etc.
6. Proficient use of MS Office Suite, including Word, Excel, Power Point, etc.
7. Detail oriented and articulate.
8. Discretion and confidentiality.