

The Investment team has a vacancy for:
Executive Assistant

Futuregrowth, South Africa's leading fixed-income asset manager, has an opportunity for an Executive Assistant in the Investment Team. Candidates should be passionate about supporting a team to achieve their goals and have relevant experience and skills – including strong communication & interpersonal skills, assertiveness, and be highly organized and adaptable. Candidates should be a team player and be willing to assist a team of Investment Professionals in delivering on various team requirements. We are looking for candidates who wish to have a rewarding career as an Executive Assistant, and have a strong ethical base. Futuregrowth is committed to transformation, and preference will be given to suitably qualified previously disadvantaged candidates. The position is based in Cape Town.

Purpose:

To ensure that processes and procedures are in place and managed to ensure on-going and efficient administrative support to the investment team, and to provide secretarial and administrative support to the Chief Investment Officer and the investment professionals in the Fixed Interest team..

Customers:

- Futuregrowth staff
- Fixed Interest Team
- Chief Investment Officer
- Business Development
- External Clients
- EXCO
- Personal Assistants
- Finance

Key Objectives:

1. Administrative support to team and company initiatives as required

- Play a role in assessing/testing and implementation any new firm-wide systems, processes, projects or protocols.
- Assist to ensure all team members complete monthly staff report, with signature.
- Ensure company practices and protocols are followed (e.g. use of letterhead, filing processes, leave reporting, expense claims, etc).
- Development of processes/checklists to improve general administrative support to the team

2. Management of general team administration

- Assist with digital document/file management systems and processes.
- Diary management for CIO and investment team in order to ensure optimal scheduling of meetings across the team while in-office and for out-of-office trips
- Internal/external meetings scheduled
- Booking rooms, parking & catering, manage group email list
- Manage office supply inventory and ordering
- Travel arrangements & itineraries
- Logistics
- Car hire

- Manage relationship with travel agent
- Voyager & Frequent Flyer accounts management
- Expense claims
- Travel costs billed to Boards/committees
- Telephone management

3. Coordination of meetings

- Coordination of meetings as requested
- Compilation and collation of packs (if required)
- Preparation, approval, distribution, and filing of Minutes

4. Mail/correspondence managed

- Mail/faxes sorted and distributed
- Correspondence

5. Event management (e.g. client meetings, client presentations)

- Arrangements for parking & access
- Catering

6. Preparation of reports (as requested)

7. Filing system managed

- Electronic & physical system established and maintained
- Personal filing for CIO

8. Typing (e.g. minutes of meetings, proposals)

9. Ad-hoc research

- Information-gathering to support investment process

10. Assistance to CIO

- Maintain team organogram/reporting lines/and staff info file
- Assist in preparation of review process of team
- Assist in coordinating meetings, functions, events, etc driven by the CIO
- CIO Presentations/Conference Speaking: Assist with presentation vetting/planning and scheduling, keep list of presentations, coordinate bio/photo submission and logistics
- Update/maintain CIO's Gmail contact list
- Assist with document management/digital filing/archiving
- Assist with expense claims and leave reports
- Maintain CV/bio, ID documents (for release), board information/files
- Maintain JHB meetings list to optimise trips
- Personal scheduling (e.g. doctors' appointments, etc.)
- Assist in maintaining on-line profiles (e.g. LinkedIn, FB, Twitter, SpeakerHub)
- Manage frequent flyer accounts and other loyalty accounts

TECHNICAL COMPETENCIES & KNOWLEDGE:

- A post matric qualification required
- Experience in a similar role an advantage
- Experience in an asset management environment (advantageous)

- Experience in managing administration processes for a team
- Experience in developing new processes and procedures
- Experience with file/document management
- MS Office package – must be competent to an advanced level in Excel, Word, PowerPoint, Outlook (amongst other tools)
- Experience with Sharepoint is an advantage
- Experience with online services (e.g. LinkedIn, FB, etc).

Competencies:

- Excellent planning & organisation skills (which includes the ability to effectively multi-task and prioritise workload)
- Strong detail orientation and task-management competence
- Strong communications skills (verbal, written), both listening and communicating
- Strong work ethic
- Effective time management skills
- Ability to work under pressure and to tight deadlines
- Strong problem-solving skills
- Ability to confidently engage at all levels and amongst a diverse group of people
- Service orientation
- Ability to build and maintain strong relationships
- Analytical thinking
- Attention to detail
- Inter-personal skills
- Decision-making and judgement
- Displaying drive, purpose and initiative
- Collaboration and teamwork
- Assertiveness and ability to clearly express preferences/concerns/directions
- Networking skills
- Strong sense of “value for money” in making acquisitions (e.g. travel, catering, services).
- Excellent communication skills (including writing skills)
- Highly ethical, strong sense of fairness, integrity and transparency
- Learning agility (curiosity and willingness to learn)
- Adaptability
- Negotiation skills
- Research skills

Closing date

TBC