

September 2021

Futuregrowth Asset Management is recruiting!

We have an exciting opportunity available in our Operations team.

Futuregrowth is committed to transformation. A strong preference will be given to suitably qualified previously disadvantaged candidates.

Project Coordinator and Executive Assistant

Are you passionate about coordinating projects and providing support to executives? Are you seeking a rewarding career in fiduciary asset management? Do you have strong communication and interpersonal skills? Are you highly organised and adaptable, with a strong ethical base? Then this position might be for you.

Who is Futuregrowth?

Futuregrowth (FG) has been South Africa's leading Fixed Income manager for more than 20 years, with around R186 billion of client assets under management (as at 31 December 2020). We manage a range of fixed interest and development funds, and play a leadership role in the asset management industry in South Africa. We are committed to investing our clients' money in a responsible manner, with the interests of our clients always coming first. Futuregrowth is based in Cape Town.

Purpose of the position

To provide organization-wide project coordination; to support key forums to deliver on strategic projects; and to provide executive and administrative support to the Chief Operating Officer (COO).

Key responsibilities of the position

1. **Project coordination functions.** These include:
 - Maintaining the overall FG strategic projects list and reporting;
 - Assisting with the coordination of projects;
 - Reporting monthly on the progress of projects as updated by managers and project owners; and
 - Assisting executives to coordinate certain key organisation-wide initiatives (this will include organising meetings, taking minutes, following up on action items and delivering certain items).
2. **Project Steerco and OPSCOM coordination functions.** These include:
 - Coordinating the agenda, presenters and minutes for OPSCOM and Project Steerco; and
 - Following up on open action items.
3. **COO executive support functions.** These include:
 - Coordinating the agenda, presenters and minutes for OPSCOM and Project Steerco;
 - Assisting in Operations team presentations (including board, exco and client due diligence reports and presentations);
 - Acting as scribe for certain COO or operational meetings;
 - Performing document proof reading;
 - Assisting with monitoring Operations Key Metrics, which includes:
 - Assisting managers with the implementation of key metrics to monitor various operational efficiencies both from the internal operations teams and external vendors; and
 - Preparing the monthly operational dashboard;
 - Creating a system to manage the workflow and recording of documents on SharePoint (legal documents), or soft tracking systems, relating to operational and project functions; and
 - Supporting the COO with strategic and operational ad hoc projects.

4. **Operational functions.** These include:

- Maintaining logs and summary reporting for operational risk errors;
- Assisting in Operations PowerPoint presentations (including due diligence presentations);
- Maintaining fund-essential information (fees, benchmarks, names etc.);
- Maintaining signatory lists;
- Running with the vendor billing process (outsourced service providers and data providers); and
- CRM system updates for operations.

5. **Administrative functions.** These include:

- Diary and phone management for the COO;
- Scheduling internal/external team meetings;
- Booking rooms, parking and catering, managing group email lists;
- Leave forms reporting;
- Managing the office supply inventory;
- Assisting with new staff take-ons and access forms;
- Travel arrangements and itineraries, billing; and
- Logistics.

Knowledge and experience required

Skills, know-how and experience

- MS Office efficient, including PowerPoint, MS Teams, Planner, Excel Intermediate;
- Experience in a similar role and project management an advantage;
- Basic understanding of financial markets and instruments or experience in an asset management environment an advantage.

Technical/professional qualifications

- BCom, BA, Project Management or similar qualification.

Key behaviours and competencies

- Demonstrate ethics and integrity;
- Have excellent planning & organising skills;
- Have excellent communication skills (written and verbal);
- Have high interpersonal skills (including listening and questioning skills);
- Display drive and purpose;
- Enjoy initiating action and problem solving, and be results orientated;
- Be diligent and pay attention to detail;
- Enjoy collaboration and teamwork, and facilitating teams working across areas; and
- Be client focused.

Recruitment process and closing dates

Selected candidates will need to attend a series of competency-based interviews and a psychometric assessment.

Contact details

Email: careers@futuregrowth.co.za