

Job Title : **Executive / Technical 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 be responsible for but not limited to the following:

- Manage the CEO's calendar (Meetings, Events, and other schedule of activities).
- Anticipate scheduling conflicts and proactively resolve them to optimise the CEO's time.
- Organise and coordinate the activities/logistics of the CEO for speaking engagements, investor roundtables, client meetings, partner visits to the office and other strategic engagement with stakeholders.
- Liaise with internal teams and external vendors to ensure successful execution of events
- Act as a liaison between the CEO and internal/external stakeholders, including strategic partners
- Support new product development, equity raise and strategic partnerships
- Maintain the CEO's internal and external correspondence – memos, emails, presentations, reports in a professional and timely manner
- 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 in a timely manner.
- Manage travel itinerary and coordinate related administrative activities.
- Assist in the preparation and maintenance of strategic documents, presentations, and reports
- 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 work on transactions with a goal to transition to the origination and structuring team (subject to vacancy) after 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, Impact, 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.

Additional Allowances: Other than the monthly remuneration attributable to the selected candidate, the following allowances will apply as benefits or cash to monthly income:

1. Transport Allowance
2. Accommodation
3. Wardrobe allowance.
4. Mobile Phone
5. iPad