

INVESTURE, LLC

ADMINISTRATIVE ASSISTANT

The Company

Based in Charlottesville, Virginia, Investure was founded in 2003 and serves as the outsourced investment office for a select number of endowments and private foundations. Managing assets of approximately \$12 billion on behalf of 15 client relationships, Investure is responsible for asset allocation, portfolio reporting, and investment/manager selection across a broad range of asset classes, including credit, equities, and alternative investments (hedge funds and private equity). Investure is a high-energy culture where there is vast opportunity for learning. Investure is a registered investment adviser.

Job Summary

This professional will be an integral member of Investure's Human Resources & Administration Team. Reporting to the Director of the team, this position will be primarily responsible for the following:

Reception & Facilities

- Serve as the initial point of contact for all incoming calls, faxes, mail, and guests
- Track and coordinate meeting room usage
- Maintain office equipment (printers, phones, postage machine)
- Oversee office supply ordering and organization
- Maintain kitchen organization and supplies
- Manage internal in house meeting needs (catering, set up room, etc.)
- Manage parking logistics for staff and visitors
- Manage security system
- Partner with Technology team as necessary to accomplish above tasks

Travel Assistance

- Serve as the backup travel assistant
- Maintain weekly signatory availability memo based on employee travel
- Serve as backup on AMEX reconciliation

General

- Maintain gift and entertainment log
- Input contact information into CRM system
- Coordinate general office duties with other administrative staff
- Special requests and projects as needed

Education, Experience & Skills

- Office experience required (full or part time) within an administrative or customer service role
- Bachelor's degree preferred
- Proficient using standard office software such as Word, PowerPoint, Excel, Outlook
- Comfortable inputting and extracting information from required systems and databases
- Must be a team player with an exceptional work ethic
- Must demonstrate a positive attitude and willingness to pitch in wherever and whenever necessary
- Proven success collaborating in a multi-disciplinary, diverse and dynamic team
- Ability to handle confidential and sensitive information with a high degree of professionalism

Guiding Principles

- **Integrity:** Demonstrates unquestioned ethics and credibility. Strives to exemplify the highest ethical standards in both work and personal lives

- **Excellence:** Has exceptional work ethic. Works both hard and smart. Demonstrates continuous self-evaluation of successes and failures
- **Service:** Puts others first. Illustrates mission driven outlook and approach
- **Stewardship:** Puts long-term interests above short-term goals. Focuses on the greater good
- **People:** Demonstrates passion and excellent judgment. Treats others with respect, helps when and how needed, and is respectful of the needs of others
- **Teamwork:** Takes a collaborative and selfless approach. Operates under the “Golden Rule”
- **Humility:** Comfortable with being wrong. Seeks to learn from mistakes. Willing to do anything necessary to get the job done. Treats all as equals

Position Based Competencies

- **Accuracy:** Identifies and corrects mistakes; does not repeat past mistakes; demonstrates attention to detail
- **Team Orientation:** Works well as part of a team; receptive to feedback
- **Process Management:** Follows protocol and directions; willing to ask questions
- **Communication:** Demonstrates clear, thoughtful and thorough verbal and written skills
- **Planning:** Self-starter with the ability to multi-task; prioritizes tasks appropriately; meets deadlines
- **Adaptability:** Quick learner; open to change

To apply, please forward a resume and cover letter to careers@investure.com