

# INVESTURE, LLC

## EXECUTIVE ASSISTANT

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### 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 \$13.5 billion on behalf of 14 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 and will support a subset of Investure's business. With dual reporting to the HR Director and the relevant Team Leaders, this position will be primarily responsible for supporting varying administrative duties as highlighted below. Task details will shift per the departments that this individual supports.

### Responsibilities

- Update and manage team calendars in Outlook; provide meeting and event support for the departments you support in coordination with the other members the HR Admin team
- Coordinate and manage complex travel arrangements and related logistics
  - Drive and prepare detailed itineraries (inclusive of timelines, directions and meeting materials) and coordinate any documentation, visa or passport needs
  - Requires knowledge of and efficiency in the Concur travel system
- Prepare and edit correspondence, communications, presentations and other documents as needed
- Record, transcribe and distribute minutes of meetings as needed
- Keep current and be knowledgeable with Investure's tools and technology
  - Pull and save documents to/from the document management system (Tamale)
  - Add notes and maintain contact information in Investure's CRM system (Salesforce)
  - Extract information and create reports as needed
  - File and retrieve documents and reference materials as needed
- Coordinate and conduct research and project-based work as needed
- Assist with other miscellaneous administrative tasks
  - Develop and maintain an organized filing system of paper and electronic documents
  - Provide invoicing and accounts reconciliation / expense processing support
  - Maintain contact information and voicemail/email distribution lists
- Coordinate general office duties with other administrative staff including front desk coverage and phones

### 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
- Knowledge of Salesforce, SharePoint, OneNote and OneDrive a plus
- Interest in and ability to learn new technology applications; 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
- Strong planning, organization and follow-through skills; strong time management capabilities
- Good attention to detail and accuracy
- 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](mailto:careers@investure.com)