

INVESTURE, LLC

OFFICE MANAGER

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. Reporting to the Director of the team, this position will be primarily responsible for the following:

Facilities & Reception

- Serve as the initial point of contact for all incoming calls, faxes, mail, and guests; manage all UPS requests
- Trouble shoot any space / property issues; maintain kitchen organization and supplies
- Support space changes, expansion needs, office improvements, etc.
- Oversee office supply ordering and organization
- Track general office expenses and manage Corporate Card reconciliation process
- Coordinate meeting room usage
- Serve on office continuity planning team
- Manage parking needs and locations for staff and visitors
- Manage security system, phone system and other office equipment (printers, postage machine, etc.)
- Manage vendor relationships with current vendors and researching and negotiating new services as required
- Partner with Technology team as necessary to accomplish above tasks

Event Management

- Manage all in house meeting needs (set up, AV, food, etc.)
- Plan and manage all off-site companywide events including venue and catering research and selection, vendor negotiation, logistics management and day of execution; this includes two retreats a year, team off-sites and all social events (Happy Hours, Holiday party, Summer Picnic, etc.)

General / Other

- Coordinate general office duties with other administrative staff; provide back up support for travel, document management and contact management
- Input contact information into CRM system
- 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
- Knowledge of Salesforce, SharePoint, OneNote and OneDrive a plus
- 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
- Experience collaborating in a multi-disciplinary, diverse and dynamic team
- Proven success thriving in a fast-paced environment

- 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