



## Job Description

### Administrative Assistant, Operations

S2G Ventures (Seed to Growth) is looking for an Administrative Assistant to play a key role in supporting our venture capital team in Chicago. The Administrative Assistant is accountable for providing administrative support services to the S2G team.

#### **Background on S2G Ventures:**

S2G Ventures (Seed to Growth) is a multi-stage venture fund investing in food and agriculture in the U.S. The fund's mission is to catalyze innovation to meet consumer demands for healthy and sustainable food. S2G will identify sectors across the food system that are ripe for change, and form a multi-stage portfolio including seed, venture and growth stage investments. Core areas of interest for S2G are agriculture, ingredients, infrastructure and logistics, IT and hardware, food safety and technology, retail and restaurants, and consumer brands. For more information about S2G, visit [www.s2gventures.com](http://www.s2gventures.com)

#### **Administrative Assistant Summary:**

The individual in this position must possess a passion for providing exceptional service and have strong organization and prioritization skills, exceptional communication skills, and experience working with teams. S2G is looking for someone who is comfortable working in a small office environment (6-12 people). We are looking for someone sharp to manage calendars, schedule appointments and travel arrangements, prepare and process expense reports, and work on various special projects. This person must be extremely organized, detail oriented and thrive in a dynamic, fun environment.

#### **Knowledge and Skills:**

- Advanced communication skills, both written and verbal. Able to engage with high-level partners in a professional and courteous manner.
- Manage, monitor and coordinate calendars and meetings for multiple directors. Candidate should be able to coordinate complex travel and meeting schedules with little direction.
- Plan and manage travel for S2G team and operating executives.
- Maintain and further refine administrative procedures and systems for office personnel, including filing, billing, accounts payable, accounts receivables and expense reporting.
- Prepare, review, and submit monthly expense reports.
- Support the team by managing the office services function in areas of equipment, space planning, furniture, project management and cost containment while maintaining an exceptional level of customer service.
- Help in coordinating small events and/or work alongside other team members for planning and execution of larger events.
- Ability to work independently, as well as play an integral role in the office and team environment.

#### **Qualifications**

- Bachelor's degree of equivalent professional level experience.
- Approximately 5+ years experience in an administrative / professional support function, preferably in the financial industry.
- Polished, profession with excellent written/verbal communication
- Very good understanding of the process, policies and procedures required for supporting a team of professionals in this industry.
- Detail oriented, extremely well organized, able to manage time and multi-task to accomplish a multitude of tasks with conflicting priorities and timelines. Adapts well to changing schedules.
- Above-average proficiency in Microsoft Office products (Excel, Word, PowerPoint)
- Self-starter with a track record of going above and beyond what is asked.
- An ability to build and maintain good relationships with colleagues, partners and clients.

You will report to and work closely with the Operations Manager and Managing Directors of S2G Ventures. This is a salaried position working out of our Chicago office. Immediate start date.

Send your cover letter and resume to Jessica Murphy at [Jobs@S2GVentures.com](mailto:Jobs@S2GVentures.com)