



Job Description

Administrative Assistant, Investment Team

We are looking for a highly-motivated and talented individual to join the team in Chicago. S2G Ventures (Seed to Growth) is looking for an Administrative Assistant to play a key role in supporting the team. As an important member of the team, the Administrative Assistant will spend their time providing administrative support to the Chief Investment Officer, Managing Directors, and other members of the investment team.

The Administrative Assistant is responsible for supporting the investment efforts through and administrative organization for the investment team and will work with high level industry executives (CEOs, COOs, etc.) in coordinating the efforts and correspondence across the team. 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 dynamic teams.

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

Key responsibilities include:

S2G is looking for someone who is comfortable working in a small office environment (10-15 people). We are looking for someone sharp to manage calendars, schedule appointments and travel arrangements, prepare expense reports, assist with maintaining the office environment and work on various special projects. This person must be extremely organized, detail oriented and thrive in a fast-paced, dynamic, and fun environment.

- 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, including the Chief Investment Officer.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations. Candidate should be able to coordinate complex travel and meeting schedules with little direction for both domestic and international travel.
- Daily clerical functions: screening calls, emails, filing, meeting service requests.
- Provide support for the office services including meeting preparation, greeting and assisting guests, and overall office maintenance while maintaining an exceptional level of customer service.
- Ability to work independently, as well as play an integral role in the office and team environment.
- Office and workplace hospitality including ability to anticipate needs of guests and team members to ensure a seamless and positive work environment.
- Help to prepare executive expense reports
- Prepare and arrange for meetings including arrangements for food, beverage, and electronic equipment
- Assist team with special projects and special events

Qualifications

- Bachelor's degree.
- Approximately 2+ years experience in an administrative / professional support function, preferably in the financial industry.
- Polished, professional 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.
- Ability to handle highly confidential information with discretion.

You will report to and work closely with the Managing Directors of S2G Ventures. This is a full-time salaried position working out of our Chicago office. Immediate start date. Send your cover letter and resume to Jessica Murphy at Jessica@S2GVentures.com