



## MINARD CAPITAL

**Position Title: Executive Assistant to the CEO**

**Location:** San Francisco, CA or Remote (Must be available during PST business hours.)

**Who you are:**

- You possess extraordinary attention to detail with an unwavering work ethic, commitment to honesty, and a genuine care for people. You will go the extra mile at all times (because it's who you are) and you derive joy in being of service;
- You are tech savvy and take pride in providing high-level service to firm leadership, clientele and colleagues utilizing technology to promote efficiency, transparency, accountability and communication.
- You are a talented communicator with a confident and assertive speaking voice and knowledge of proper grammar, sentence syntax, and etiquette. You enjoy cultivating relationships and thoughtfully conduct outreach to ensure lasting connections are maintained;
- You are a very fast touch-typist who enjoys accurately memorializing the content and nuance of conversations into fastidious notes;
- Driven and ambitious with an insatiable desire to learn, you possess a creative, entrepreneurial spirit and a commitment to very high standards. No job is too small and you welcome direct, constructive criticism as an opportunity for growth and always push yourself to continue improving your skills, interests and abilities;
- You love solving problems and readily take initiative to contribute to projects to arrive at a workable, effective solution. You are equally satisfied working individually or as part of a group to complete projects and employ a 'whatever it takes' attitude to meet deadlines;
- You enjoy routine tasks and take pride in their accurate and timely completion. As someone who is highly organized and tidy, you like arranging virtual workspaces and office systems to improve usability and productivity;
- You thrive under pressure in a fast-paced, ever-changing environment and use your can-do, friendly attitude and sense of humor to defuse tense situations, contribute to a fun team culture, and ensure your own positive well-being;
- You are adept in your command of Apple Products, Salesforce (or similar CRM), Dropbox, Google Suite, Microsoft Suite Zoom and other collaborative / project management tools;
- Bonus points if you have prior experience supporting executives working within alternative investments and/or have an interest and exposure to capital markets.

**What you'll do:**

- Provide efficient, high-level and confidential support to the Founder & CEO in the management of time, resources, deliverables and strategic initiatives. Related duties include scheduling Google meetings and Zoom calls, coordinating travel arrangements, completing travel expense reports, and preparing meeting materials.
- Manage the firm's **Prospective Client Pipeline** and associated Opportunities within Salesforce to track outreach in support of CEO's efforts to engage and cultivate prospective clients. Provide strategic oversight and guidance regarding new outreach ideas, marketing materials, strategy etc., to enhance the cultivation of key relationships, updating Salesforce as required to maintain visibility and consistency;
- Oversee the maintenance of, and routine updates to the firm's **Administration Manual** and memorialize updated firm-wide best practices for reference by current and future staff;
- Interview, hire and oversee an administrative staff as appropriate to support the needs of firm leadership and special projects;
- Update Salesforce database daily to reflect current information ensuring accuracy of contact details for clients, prospects, former clients and industry contacts;
- Curate and run daily, weekly and monthly reports to advise CEO's strategic outreach initiatives regarding birthday, anniversary or other special acknowledgements as appropriate;
- In partnership with the Head of Operations, identify, plan, and execute team building and training activities throughout the year;
- Collaborate with the firm's client management team in the logistical coordination of investor events, client roadshows, and other client-related events as assigned;
- Additional projects and responsibilities as assigned.

**What you'll get:**

- An elite and passionate team of colleagues working to change the face of the asset management industry;
- All of the necessary resources you need to grow and develop in your career including a budget for professional development trainings and mentorship as desired / requested;



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- Gold-tier PPO health benefits including 75% employer paid medical and 100% paid dental & vision premiums;
- 50% gym or wellness membership reimbursement;
- Company-Issued Apple MacBook Pro, high-performance monitor, and additional equipment to create your ideal, customized, virtual home office;
- Generous time off policy including 12 paid holidays, PTO accrual, Volunteer Days and “Yay” Days designed to spend time in nature;
- Competitive salary, EOE

### **Qualifications:**

- Bachelor’s Degree in Journalism, Marketing, English, Hospitality or related field preferred;
- At least three (3) years working within a highly professional, client-centered environment is required and prior experience supporting C-Level or Senior Executives is highly desired. Kindly include within your cover letter a description of your responsibilities and accomplishments as well as their associated relevance to this position.
- Excellent writing ability with a strong and articulate command of the English language is required. Kindly include two (2) writing samples with your cover letter and CV;
- Skilled use of Apple technology for business functions is required. Must be proficient in Microsoft Suite: Word, Excel, PowerPoint, and Outlook with the ability to quickly learn and navigate new systems and programs;
- Familiarity with Salesforce platform (or other CRM system) is strongly preferred;
- Fast and fluent touch-typing ability is required; (60 WPM minimum)
- Familiarity with design software (Adobe In-Design, Photoshop, MS PowerPoint) is a plus;
- Preference will be given to candidates with prior experience supporting executives within financial services;

### **To Apply:**

Please e-mail your cover letter, CV, and a writing sample as a combined PDF to [careers@minardcapital.com](mailto:careers@minardcapital.com). Indicate “Executive Assistant to the CEO – Your Name” in the subject line.

Please include the answers to these questions in your Cover Letter:

- On a scale of 1 to 10, please rate your experience working with Salesforce or a related CRM. What were your responsibilities and how often did you use the software?
- On a scale of 1 to 10, please rate your experience working with Project Management tools. Which software programs are you most experienced with and what were your areas of responsibility?
- Have you provided logistical and time management support to a business executive before? If yes, briefly describe which programs you most commonly used and your level of comfort with each.
- Please describe your current or prior remote work experience. What do you enjoy most / enjoy least? How do you stay productive and collaborate with your dispersed colleagues?
- Describe your ideal supervisor.
- The most important aspect of a company culture is [fill in the blank.]

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*Minard Capital LLC is an equal employment opportunity employer. Applications are considered for positions without discriminating on the basis of race, color, religion, national origin, citizenship status, gender, sexual orientation, age, disability, veteran status, genetic information or any other characteristic protected by federal, state or local law. All hiring decisions are based solely on the applicant's qualifications for the position.*