

FinQlusion International, LLC

Job Description – Executive Assistant

Position Title:	Executive Assistant (Intern)		
Base Location:	New York, NY	Date:	November 1, 2016
Reports to:	CEO	No. of Direct Reports:	N/A

Background of FinQlusion International, LLC

FinQlusion International, LLC (FQ) works to alleviate poverty and support economic mobility for the base of the pyramid in Africa, Asia and Eastern Europe by market-based, responsible, sustainable and inclusive financial services and solutions.

FQ provides, links and builds true value-added financial services and capital markets intermediation in developing and emerging markets in Africa, Asia and Eastern Europe. FQ pursues this by identifying, developing, intermediating, and growing market-based solutions, financial services, capital resources and strategic alliance partnerships for the base of the pyramid individuals, households, and micro-to-small enterprises.

Position Purpose

FQ is currently an early stage, start-up in the global financial inclusion sector seeking an entrepreneurial-focused intern to serve as talented and organized Executive Assistant (EA). An EA who is willing to join and contribute as a value-added team member with the potential option to transition to a full-time role as the circumstances permit.

Reporting to the Chief Executive Officer, the Executive Assistant will manage calendars, provide administrative support, arrange travel itineraries, support internal/external communications and complete expense reports for the CEO. Alongside these duties, the EA will also collaborate with other staff to coordinate and complete tasks, meetings, and special projects.

Principal Responsibilities and Activities

Responsibilities will include, but are not limited to:

- Manage calendars, scheduling meetings, balancing priorities and assisting the CEO
- Closely communicate and interact with all levels of the FQ small, dynamic team
- Answer telephone calls, pick up voicemail, pass on messages and follow up on requests
- Arrange all domestic and international travel, including itineraries, hotel, car, dining, and at times personal arrangements
- Coordinate on a daily basis to gather and distribute information and communicate effectively with team members
- Provide a bridge for smooth communication between internal team members, demonstrating leadership to maintain confidentiality, trust and support with senior management
- Research, prioritize and follow up on issues/concerns/topics as directed by CEO
- Collaborate with various staff and departments on key organizational initiatives
- Maintain positive relationships with internal and external business associates, vendors, corporate, donor, investor and philanthropic partners

Accountable for:

- Approximately 10 hours per week of level of effort work until the position is paid. Scale work as is appropriate with funding and opportunities
- Manage communications with internal team members and key stakeholders to keep relevant parties informed of progress
- Developing and manage weekly workplanning and priorities

Key Internal and External Contacts

Internal Reports

- CEO
- Work with staff and possibly advisory board members

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External Contacts

- Partners, stakeholders and clients
- Other key partners as needed to establish office, institute, and programs

Person Specification - Qualifications/Experience/Skills/Competencies

Essential

Qualifications:

- Bachelor degree in related field

Proven Experience:

- Candidates should enjoy working in both offsite and onsite dynamic, results-oriented environments with expectations for both quality and speed of work.
- Background supporting a CEO in a high-paced, results-driven environment
- Strong organizational skills; detail-oriented;
- Ability to organize, plan, schedule, determine priorities and meet deadlines;
- Demonstrates knowledge of HR/administrative policies and procedures;
- PC proficiency in Microsoft Office Outlook, Word, Excel, and Power Point;
- Ability to communicate effectively with tact and diplomacy, both orally and in writing, including working with all staff levels and diverse personalities;
- Ability to exercise discretion in dealing with sensitive material and maintain the confidentiality;
- Ability to handle stress, function effectively under pressure and meet time parameters;
- Excellent writing and speaking skills;
- The ability to prioritize/multi-task in demanding, strategic, fast-paced environs;

Desirable

Experience:

- Education and/ or experience in financial inclusion sector, international development, development economics.
- Interaction w/senior level teams, media, communications and external stakeholders
- Financial services background - experience in communicating about and promoting financial inclusion programs towards poverty alleviation

Core Competencies and Skills:

- **Project Management:** Possesses the organization and management skills to execute deliverables
- **Change and Agility:** Makes decisions quickly and implements change effectively; Displays personal flexibility; Deals with uncertainty and ambiguity; Inspires people through change
- **Ethics and Values:** Demonstrates integrity and build trust among team members, partners, and clients. Demonstrates core organizational values
- **Business Acumen:** Strong analytic thinker and problem solver, delivering cost-effective results
- **Stakeholder Management:** Customer centric focus and commitment to serving the base of pyramid clients
- **Communication:** Fosters openness and transparency; Demonstrated strong verbal and written communication skills

How to Apply? Submit a motivational Cover Letter and Resume to info@FinQlusion.com by close by 27 November 2016. Only shortlisted candidates will be contacted for further consideration.

More Here: www.FinQlusion.com