



Executive Assistant

Circulate Capital is an investment management firm dedicated to incubating and financing companies that prevent ocean plastic and advance the circular economy. With c.US\$250mn AUM across South Asia, Southeast Asia and Latin America, the firm focuses on the prevention of mismanaged plastic waste in these regions as well as investment in disruptive technologies and circular infrastructure.

Our founding investors include PepsiCo, Procter & Gamble, Dow, Danone, CHANEL, Unilever, The Coca-Cola Company, and Chevron Phillips Chemical Company LLC. To learn more, please visit [our website](#).

Circulate Capital is seeking an experienced Executive Assistant to strengthen the local support provided to the Executive team in Singapore.

KEY RESPONSIBILITIES

Providing excellent general administrative support:

- ▶ Work directly with the CF&OO, Chief Impact Officer and other Executives in Singapore to support all aspects of the daily work routine.
- ▶ Provide support to the Investor Relations team to manage the scheduling of investor relations meetings.
- ▶ Proactive diary management to maintain the calendars, including scheduling meetings, appointments, speaking engagements, and travel (including logical organisation of domestic and international travel).
- ▶ Inbox gatekeeping with a keen eye for detail.
- ▶ Respond to external queries in a professional, sensible and logical manner.
- ▶ Schedule departmental and external meetings to include the preparation and distribution of meeting agendas and materials and attend to logistics.
- ▶ Keep Executives updated on time-sensitive and priority issues, ensuring appropriate follow-up.
- ▶ Handle printing, copying and filing when in the office.
- ▶ Compose and prepare documentation (e.g., committee minutes or general business correspondence) for the Executives to approve and finalize.
- ▶ Maintain confidential and sensitive information discreetly and in alignment with Circulate's policies.
- ▶ Provide ad-hoc support in additional areas as assigned, including creating slide decks, intranet updates, small event planning and other special projects.

Teamwork:

- ▶ Provide coordination, monitoring, and communication of projects and programs managed by the CF&OO and Chief Impact Officer.
- ▶ Support the planning, management and scheduling of touchpoints with investors (quarterly and ad-hoc meetings).
- ▶ Liaise with internal and external stakeholders to build strong working relationships with the broadest range of people worldwide.
- ▶ Work alongside existing administrative staff and provide additional support to the CEO and other Executives when required.

NOW HIRING



CIRCULATE CAPITAL

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KEY RESPONSIBILITIES (CONT'D)

IT Skills:

- Thorough understanding of Google Workspace (Gmail, Google Calendar and Google Drive), Dropbox, Zoom and Microsoft Teams.
- The ability to think on your feet in regard to IT issues or challenges while working remotely.
- Maintain electronic filing systems.

KEY COMPETENCIES

- Excellent written and verbal communication skills.
- Excellent time management and prioritization skills, with experience juggling conflicting priorities.
- Ability to determine priority of workload and time allocation; redirect matters to team members or handle matters personally, as appropriate.
- Ability to keep up / be responsive in a fast-paced communications environment across multiple time zones.
- Strong organizational skills.
- Self-motivated and detail-oriented.
- Quick to collaborate and coordinate with team members when needed.
- Calm, positive and proactive demeanor.
- Prior experience working at C Suite level as an Executive Assistant.

LOCATION AND REPORTING LINE

Singapore or remote. Reports to Founding Partner and Chief Financial & Operating Officer (CF&OO), Singapore. Please note that this role requires available capacity of 80-100%.

HOW TO APPLY

Please email your cover letter and CV to workwithus@circulatecapital.com to apply directly.

Invest for: Circularity + Value + Impact

We are actively creating a workplace where authentic communication, collaboration, and inclusion enable people to become their best selves both personally and professionally while having a career with purpose and impact. Circulate Capital is an Equal Opportunity Employer.