

NOW HIRING

Executive Assistant, Fundraising and Investor Relations



Circulate Capital is an investment management firm dedicated to incubating and financing companies that prevent ocean plastic and advance the circular economy. The Circulate Capital Ocean Fund is the firm's flagship fund, which focuses on the prevention of mismanaged plastic waste in countries located in South Asia and Southeast Asia, regions that contribute disproportionately to ocean plastic pollution.

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

Circulate Capital seeks a highly organized and technologically adept Executive Assistant to provide comprehensive support for our Fundraising team. This dynamic role requires a candidate with a proven track record of success in supporting C-Suite executives, maintaining the highest level of confidentiality, and the ability to thrive in a fast-paced, global environment. The ideal candidate will be a proactive problem solver with a strong understanding of Google Workspace, meticulous attention to detail, and a passion for collaboration.

LOCATION

This is a contractor role suitable for applicants based in the UK or Europe (remote). The expected weekly time commitment is up to 20 hours per week.

KEY RESPONSIBILITIES

Providing excellent general administrative support

- ▶ Work directly with the Chair and the Head of Fundraising to support all aspects of the daily work routine.
- ▶ Provide support to the Fundraising team to manage the scheduling of fundraising meetings.
- ▶ Proactive diary management to maintain individual calendars, including scheduling virtual and face-to-face appointments.
- ▶ Respond to external queries in a professional, sensible and logical manner.
- ▶ Schedule departmental and external meetings to support roadshow planning and associated travel.
- ▶ Determine the optimal arrangement of domestic and international travel to maximize face-to-face meeting opportunities while minimizing unnecessary travel or unproductive waiting periods.
- ▶ Keep the team updated on time-sensitive and priority issues, ensuring appropriate follow-up.
- ▶ 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, CRM record keeping and utilisation, event planning and other special projects.

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KEY RESPONSIBILITIES (cont'd)

Teamwork

- › Provide coordination, monitoring, and communication of projects and programs managed by the Chair and Head of Fundraising.
- › Support the planning, management and scheduling of touchpoints with potential investors and 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 Chair and other Executives when required.

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

Highly-qualified candidates will have:

- › 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.

HOW TO APPLY

[Click here to apply.](#)

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.