NOW HIRING

Global People and Operations Manager

CIRCULATE CAPITAL

Circulate Capital is a Singapore-based leading impact investment firm driving a circular economy by investing across the recycling value chain and next-generation materials in high-growth markets. In partnership with global brands and financial institutions, the firm scales supply chain solutions that deliver economic, social and environmental value. Founded in 2018 by supply chain experts and industry leaders, including PepsiCo, Procter & Gamble, Dow, Danone, Chanel, Unilever, The Coca-Cola Company, Chevron Phillips Chemical and Mondelēz International. The firm currently manages c.US$485 Mn in AUM for South Asia, South-East Asia and Latin America and is in the process of scaling its Asia growth private equity strategy. To learn more, please visit our website.

The Global People and Operations Manager is responsible for day-to-day management of Circulate Capital's core people and infrastructure needs.

The manager plays a critical role in ensuring our policies and procedures are communicated and implemented across the firm, and our systems function in service to our team and purpose as the leading circular economy investment management firm in high-growth markets.

KEY RESPONSIBILITIES

The Global People and Operations Manager handles the day-to-day administration of our core Operations, focusing on People and Infrastructure.

- Manage the People "lifecycle", i.e., recruitment, hiring, work permits, onboarding, performance management, professional and career development, benefits, offboarding and exits
- Maintain and improve Circulate's HR policies and practices ("Total Rewards"), and ensure they are consistent with labor laws as a client and employer in relevant jurisdictions
- In collaboration with the Executive Committee and Leadership Forum, develop and manage culture-building and employee engagement opportunities throughout the year, so that we are living our values
- Coordinate and support in HR-related reporting requirements, including LP and regulatory reporting
- Manage HR-related data systems (e.g., Zoho People)
- Ensure formal response to incidents, conflicts, grievances and whistle-blowing are implemented consistently with our policies and procedures
- Evaluate and engage third-party service providers, execute related contracts and maintain accurate record-keeping, including monitoring of contract statuses and planning for timely renewals.
- Act as "the single voice" of Circulate Capital's global operations by managing internal corporate communications (e.g., Axios newsletters) and overseeing Team Portal, Kudos, and other knowledge management assets

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INFRASTRUCTURE

- In collaboration with the Finance, Operations and Compliance subcommittee, support Circulate's internal policy review processes and communications
- Implement Circulate Capital's IT and technology risk management policies, balancing regulatory requirements and employee needs
- Serve as the primary liaison between our team and our third-party IT service providers
- Manage procurement processes and contracts for key equipment and services
- Support the Executive Committee on special firmwide projects as needed
- Serve as office manager and the primary point of contact for operations out of our Singapore HQ office.

KEY COMPETENCIES

- Successful candidates will have 7 years' direct experience managing human resources systems at a small to medium sized (fewer than 200 pax) business or nonprofit; experience in the financial services industry is a plus.
- Experience working for international operations with presence in multiple jurisdictions / regulatory environments.
- Demonstrated alignment with Circulate Capital's values: Courageous, Collaborative, Respectful, and Responsible. Further interest in impact, sustainability and cultural diversity will be highly preferred.
- Demonstrated ability to leverage technology and tools for productivity, efficiency and connection.
- Ability to present information in English in a clear, concise and engaging manner, both in writing and orally, to a diverse group of stakeholders - including senior executives, colleagues, job applicants and members of the media or general public representing any of the countries we may invest in (where English may not be their first language).
- Must have a commitment to excellence, curiosity/interest in learning, and openness to feedback.
- Positive "can do" approach to meeting operational needs of a growing firm and busy Executive Committee, with the ability to act quickly and accurately under pressure.
- Facility with Google Workplace, Microsoft Office Suite, Zoho products, Zoom Workplace, Adobe Acrobat and Docusign.
- Knowledge of additional languages is welcome, such as Mandarin, Indonesian Bahasa, Spanish, Portuguese, Hindi, Thai, or Vietnamese.

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LOCATION

The Global People and Operations Manager will report to the Chief Impact and Operations Officer. This is envisioned as a full-time salaried role with benefits. Location: Singapore (HQ).

HOW TO APPLY

Please apply here.

Invest for: Circularity + Value + Impact

Circulate Capital is the leading circular economy investment management firm in high-growth markets.

We partner with global brands and institutional investors to invest into solutions that catalyze systems change across the globe. Our financing transforms circular plastic supply chains at scale, delivering competitive financial returns and positive 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.