

Office Manager

November 2021

Do you have a passion to make meaningful change through your work? We are looking for a Johannesburg based office manager to support Innovest manage its growth within Africa and internationally. We are open to flexible working hours arrangements for the right candidate.

Job Description

ABOUT INNOVEST ADVISORY

[Innovest Advisory](#) is an impact investment advisory firm which seeks to unleash the power of public and private capital to address some of the world's most challenging issues through a rigorous focus on impact.

We provide a full range of services to fund managers and social impact companies that want to be more intentional about impact. We help our clients develop innovative funding structures and develop impact management frameworks to achieve agreed development outcomes in line with the United Nations Sustainable Development Goals (SDGs). Our impact services include impact strategy development, impact measurement and management, impact due diligence, design of impact incentives, managing impact risk, impact verification and other related impact services.

We work across a spectrum of sectors, with a particular focus on financial inclusion, agriculture and energy, and we see a growing demand for services in climate change and environmental sustainability. We work globally, with a particular focus on emerging markets.

We believe that effective impact measurement and management are essential in order to ensure the impact integrity of funds in the eyes of investors and other stakeholders, and we work to drive best practise and continued innovation.

ABOUT THE ROLE

As a small company working in an exciting sector, we value the right fit over formal qualifications or experience. We are looking for our next valued team member based out of our newly established Johannesburg office. The role is based in Morningside, Johannesburg.

We are looking for someone to work closely with our team to help manage our office as our internationally based team grows. This is an opportunity to join an exciting early stage business that puts social and environmental mission at the centre of what we do. As a small team, the role would be varied with daily tasks including accounts, managing client relationships, HR management, developing internal systems, monitoring payroll, supporting events, communications, CRM management and general office support.

MAIN RESPONSIBILITIES

General

- General administration and digital filing
- Scheduling and diary management, including travel arrangements
- Support the development of and maintenance internal systems and processes
- Organisation of team meetings, virtual team building activities such as lunch and learns
- Support to client and business development relationships
- Support event planning and coordination, such as webinars and other presentations
- Support to HR processes including recruitment management
- General office maintenance and coordination
- Oversight and organisation of the Innovest shared drive and other core office business IT (CRM)

Invoicing and Payments

- Support to invoicing of Innovest clients
- Support to payments for UK and South Africa service providers and consultants

ABOUT YOU

Essential

- A passion to be part of a team working to create meaningful change
- Excellent organisational and administrative skills

- An ability to be flexible and adaptable
- Experience working in an office management or office administration role, ideally in professional services
- Comfortable working with a small team, in an early stage business environment and helping the business grow
- Willingness to take the initiative and think innovatively
- Strong written and verbal English communication skills

Desirable

- Experience working in powerpoint and formatting presentations, creativity is a plus!

APPLICATION

If you're interested in joining our growing and dynamic team, please email your cover letter and CV to info@innovestadvisory.com

The closing date for this position is 30th December 2021. We encourage early applications and will begin interterviews before this date depending on the response.