

EXECUTIVE MANAGEMENT ASSISTANT

As an Executive Management Assistant in IFU, you will be part of IFU's Operation Department that is responsible for a broad range of tasks focusing on process related assistance to IFU's investments, deal teams in due diligence, data collection and data requests from investee companies as well as monitoring IFU's investee companies.

The Operations Department is a center of knowledge and efficient processing, apart from the responsibilities of this role, the operations team takes care of executive assistance, CRM, KYC, transaction management and Data Stewardship.

Duties and main responsibilities

- Provide administrative support to IFU's executive management team such as planning of meetings, coordination of availability, writing and editing e-mails, drafting memos, and preparing communications on the executive management team's behalf.
- Managing the CEO calendar, including making appointments and prioritizing the most sensitive matters
- Carry out planning and booking of travels, including visa and settlement of travel expenses.
- Establish and maintain a digital signing procedure in IFU and be the central point of entry for requests for signatures in IFU, including drafting of powers of attorneys and maintaining of IFU's internal rules of authorisation.

Shared responsibilities (with the rest of the team)

- Collect, finalise and upload investment related presentations for IFU's investment management team, internal and external investment committees and board of directors.
- Respond to KYC and FATCA requests on IFU from IFU's partners and coordinate bank account openings in the jurisdictions where IFU operates.
- Assist with other coordination tasks in the Operations department.

The ideal candidate

- At least 2 years of experience from similar role
- Perhaps experience from the financial sector – but not a demand
- Motivated by process related tasks that requires a structural approach
- Solid ability to work with Word, Power Point and Teams (Office 365)
- Interest in investments and developing countries is an advantage
- Outgoing and good social skills
- Orderly and process oriented
- Service oriented

IFU has a strong set of values that guides us in our work with external partners and colleagues:

**CARE
FOR THE
FUTURE**

**STRIVE
WITH
COURAGE**

**MAKE A
DIFFERENCE
TOGETHER**

Focus on impact

IFU has a strong focus on impact. All investments must support the green transition and contribute to poverty alleviation and reduced inequality. Furthermore, IFU demands that project companies adhere to national and international regulations on human rights, corporate social responsibility, anti-corruption, environment as well as workers' rights, for example.

IFU aims to be a best-in-class impact investor and has launched internal initiatives on digital transformation, data management and other capabilities to realise this strategic aim.

Your application

If you can see yourself in this role, we would love to hear from you! Applications will be handled by Advised by and will be screened on an ongoing basis. If you have any questions about the position, please reach out to Anja Chemnitz Thygesen, Head of Research, +45 29 12 77 72.

Apply:

[Executive Management Assistant - Advised by \(emply.net\)](#)

IFU – the Investment Fund for Developing Countries provides risk capital to companies operating in developing countries across Africa, Asia, Latin America and parts of Europe. Investments are made on commercial terms in the form of equity, loans and guarantees. IFU has co-invested in over 1,300 companies in more than 100 developing countries and emerging markets. Capital under management is EUR 2.1 billion.

IFU

Fredericiagade 27
1310 Copenhagen K
Denmark
+45 33 63 75 00
ifu@ifu.dk
www.ifu.dk