

## JOB DESCRIPTION

**Job Title:** Executive Assistant/Office Manager

**Location:** Yerevan, Armenia

### **About Gazelle Finance:**

Gazelle Finance (“Gazelle”) is launching a \$30M private equity fund (“Fund”) to invest in high growth small and medium enterprises (SMEs) in Armenia and Georgia. Gazelle anticipates expanding into the region as it grows its business and raises additional capital. With an innovative risk capital investment model that employs partially collateralized income participation loans and self-liquidating equity instruments (typical investment size ranging from \$100,000 to \$1 million), the Fund seeks to generate a competitive commercial return on investment to investors, while concurrently targeting economic development objectives. The Fund will target fast growing SMEs (“gazelles”) operating across a range of business sectors, with an emphasis on agribusiness, light industry/manufacturing, healthcare, education, services, tourism/hospitality, and transportation and logistics. Gazelle is establishing its main office in Tbilisi, Georgia with a country office in Yerevan, Armenia and is seeking a core group of investment and finance professionals to spearhead the build-out of operations, develop an investable pipeline, execute transactions, and manage the portfolio.

### **Summary of the Position:**

The Executive Assistant will be responsible for the organizational management of the office and to provide administrative support to Gazelle’s multi-cultural executive leadership team. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks, will be exceedingly well organized and detail oriented, and will have strong inter-personal skills to support a small office of diverse people in a fast-paced business environment. This individual must be able to multi-task effectively in a variety of roles under minimal supervision.

### **Principal Duties and Areas of Responsibility:**

- Provide administrative support to the senior leadership team, including:
  - Receive and interact with visitors;
  - Answer and manage incoming calls;
  - Maintain paper and online records and defining procedures for their retention, protection, retrieval, transfer and disposal;
  - Arrange meetings and conference calls (including coordinating all meeting logistics, developing agendas and meeting materials, etc.);
  - Draft correspondence and presentations;
  - Provide other daily support to staff as needed.
- Perform general office/facilities management duties, including:
  - Manage relationship with office landlord and other office related service providers;
  - Manage IT systems and service providers;
  - Manage the inventory of office supplies, ordering additional supplies as needed and ensuring that costs are appropriately managed;
  - Maintain office facilities and equipment by assisting with procurement and routine maintenance and upkeep.
- Assist with various payroll and human resources functions, including:
  - Enter new employees into the payroll system;
  - Maintain required and voluntary payroll deductions in the payroll system;
  - Perform initial processing of payroll;
  - Manage administrative processes of recruiting, selecting, and onboarding of new hires;

- Assist new employees with their orientation to the organization, benefits enrollment, and tax forms; and
- Maintaining human resources files in accordance with laws, regulations, and established standards.
- Perform accounts payable processing and other basic accounting functions to include:
  - Reconcile invoices and fill out payments request with proper coding;
  - Assist with entering and processing approved payments;
  - Develop and maintain files; and
  - Develop and maintain various financial databases and reports.

**Desired Profile:**

- Minimum of 3+ years' professional experience working in a bilingual English and Armenian speaking office environment;
- Native Armenian speaker, fluent in English, conversant in Russian with strong English writing skills;
- Proven ability to work in a dynamic, fast-paced, high-growth environment where everyone is expected to balance multiple roles and commitments;
- Self-starter with positive attitude, willing to roll-up sleeves and do the actual work and operate independently with limited guidance;
- Excellent organizational skills and attention to detail;
- Demonstrated ability to manage complex tasks and prioritize competing demands in order to meet deadlines;
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint); and
- Undergraduate degree, preferably with a significant portion of the curriculum taught in English.

**Compensation:** This is a local hire position offering a competitive salary and participation in company incentive program. Standard benefits. Please send CV and cover letter to: [jobs@gazellefinance.com](mailto:jobs@gazellefinance.com).