

Job Description

OVERVIEW

Role/Title: Executive Assistant and Office Coordinator

Type: Full-time, permanent

Compensation: Commensurate with experience and qualifications

Primary Location: Addis Ababa, Ethiopia

Start Date: April 2017

DESIRED CANDIDATE CHARACTERISTICS

RENEW seeks a candidate with the following characteristics:

- ***Is highly accountable and trustworthy*** and follows through on all commitments
- ***Is a self-starter*** that is comfortable working independently, with a remote team, and who is willing to seek out and take on challenging new projects and assignments
- ***Is energetic and passionate*** about RENEW's mission and vision and embodies our values
- ***Is extremely detail oriented*** and delivers high-quality written products
- ***Has terrific writing skills*** and can copyedit and produce written content with ease
- ***Has a fun spirit***, and excels in a highly collaborative environment

OVERVIEW OF JOB

RENEW seeks a candidate who will be responsible for the following key areas:

Core Responsibilities:

- **Office Coordination:** Keep environment in pristine condition, greet and host guests
- **Event and Meeting Planning/Logistics:** Coordinate all RENEW events and seminars in Ethiopia
- **Data Entry:** Assist with entering business cards, receipts, etc. into databases
- **Marketing Activities:** Creating and researching content for marketing
- **Investor Coordination Activities:** Coordinate Econ-Tourism Trips

RESPONSIBILITIES

Office Coordination

1. Ensure that office environment is kept in consistent and pristine condition according to standard operating procedures
2. Ensure supplies are in place for the team
3. Greet and host guests including making coffee and other refreshments.

Event and Meeting Planning/Logistics

1. Assist with telephone calls, meetings, research, etc. as necessary
2. Coordinate all RENEW events and seminars In Ethiopia
3. Create and distribution invitations
4. Maintaining pipelines
5. Coordinate food and refreshments
6. Coordinating flights and hotels

Data Entry

1. Assist with entering business cards into a database
2. Enter receipts, etc. into databases
3. Scan information for team and save to Dropbox

Marketing Activities

4. Creating and researching content for marketing content
5. Copy edit items created by other team members

Investor Coordination Activities

1. Work with the US team to coordinate Econ-Tourism Trips
2. Set up meetings with entrepreneurs
3. Greet investors at the airport
4. Call hotels, etc. to ensure shuttle pick up and everything goes smoothly during trip
5. Coordinate with Ethiopian Airlines, hotels, guides, etc.

QUALIFICATIONS

Based on RENEW's experience, we believe candidates with the following qualifications are likely to be most successful:

- Bachelor's degree
- 2-3 years work experience in a related role including executive assistance or investor relations

ABOUT RENEW

RENEW has been facilitating impact investments in East Africa and Asia since 2008. Our team of investment, marketing, business and legal professionals is located in Addis Ababa, Ethiopia and the United States. We invite you to learn more about RENEW by visiting our website www.renewstrategies.com and viewing the following videos:

RENEW & IAN Portfolio: [7 Companies, 1,161 Jobs](#)

An Introduction to the IAN: [How the Impact Angel Network Makes Investments in Africa](#)

APPLICATION PROCESS

RENEW invites qualified applicants to submit to renew@renewstrategies.com a CV, along with a cover letter describing his or her qualifications related to the requirements for this position, salary expectations and reasons for applying. Applicants should include their undergraduate and graduate GPAs in their CVs. We may request a writing sample, references, a case study quiz and other materials from candidates who advance through the application process.

A friendly suggestion to candidates: Please pay attention to details and follow instructions, providing the information requested. **Only complete applications will be considered.**

Application Timeline: We plan to post this opening until March 31, 2017; however, we may begin considering and interviewing candidates on a rolling basis as early as the post date.

No agencies please.