



Open Position: Admin Officer, IIX

Call for Applications

About Impact Investment Exchange (IIX)

Impact Investment Exchange ([IIX](#)) is the pioneer in the impact investing movement and a global leader in sustainability. We have transformed the financial system so that women, the environment and underserved communities are finally given a value and a voice in the global market. Over the past decade, we have built the world's largest crowdfunding platform for impact investing ([Impact Partners](#)), operated award-winning enterprise technical assistance programs such as [IIX ACTS](#), created innovative financial products such as the [Women's Livelihood Bond™ Series](#) and established an [Impact Institute](#) and [Research & Advisory](#) to build the sustainable investing market. To date, our work has spanned **57 countries**, unlocked **US\$288 million** of private-sector capital, positively impacted over **159 million** direct and household lives, and avoided over 1.83 million tons of carbon. The foundation of IIX's work is [IIX Values™](#), an innovative impact verification solution for every organization, which effectively measures the social and environmental impact of an investment and gives value to the voices of the underserved. In 2022, IIX launched the [Orange Bond Initiative™](#) to unlock \$10 billion in the capital markets by 2030 and impact 100 million women in the last mile. The recent issuance of the [Women's Livelihood Bond™ 5](#) is now officially listed on the Singapore Exchange (SGX) as the world's first Orange Bond. IIX's numerous awards for its work include the Oslo Business for Peace Award, the P4G State-of-the-art Partnership award, the UN Global Climate Action Award and most recently the Environmental Finance's Award for Innovation.

www.iixglobal.com

About the role:

We have a small and energetic team, and this is a roll-up-your-sleeves kind of role. You should be a resourceful problem solver who knows how to push the envelope and embrace new challenges.

As the key front office executive, you will be the face of the Company and the first person that all partners and clients will come into contact with. As such, a dynamic personality with professional attitude is critical to the role. You should enjoy interacting with people and is enthusiastic and energetic. The successful job incumbent will provide effective administrative and secretariat support to ensure that the office can operate efficiently.

To be a successful member of the IIX team, you should exhibit **PREM**:

- **Passionate:** Commitment to social finance and impact investing as a path to unlock society's potential to effect social change is essential for a happy and successful tenure at IIX.
- **Resilient:** Similar to our enterprises working in emerging markets, our IIX team members have strong mental and emotional fortitude and are able to recover quickly from difficulties or setbacks. We look for people with an adaptable and positive attitude and strong sense of self-worth, which enables them to move forward and

continue to strive for their goals even in the face of adversity.

- **Equitable:** At IIX, we manage toward impact maximization and produce measurable and transparent returns – both social and financial. These results strengthen the ecosystem and transform existing realities by helping impact enterprises magnify their impact and scale. We are fair and impartial in our actions and ensure that we make objective and unbiased decisions based on facts and impact.
- **Maverick:** While IIX is a seasoned stakeholder in the impact enterprise and impact investing space in Asia, we pride ourselves on creating new opportunities. We look for people with an independent and unorthodox approach to thinking and behaving. If you are someone who is non-conformist, innovative, and independent, often going against the grain, does not like following the crowd and is not afraid to express your own opinions, we want you.

It should be noted that the role can provide opportunities for career progression to other departments within the organization.

Primary responsibilities:

Provide General Office Administrative Management:

- Undertake records management for both companies
- Act as key contact person for outside vendor relationships that is related to general office management
- Coordinate maintenance of office and standard office equipment
- Anticipate, maintain and purchase office and pantry supplies
- Maintain administrative systems, such as conference room bookings, ordering of business cards, office-wide record maintenance to ensure smooth operations of general office needs
- Manage hotel bookings for remote employees' visits to Singapore and assist in the pre- and post-travel processes
- Preparation of items required for occasional internal office gatherings
- Other ad-hoc administrative tasks as may be assigned by other departments

Provide Front Office Services

- Greet and assist visitors
- Answer and direct phone calls and inquiries
- Handle incoming and outgoing mail and packages
- Maintain and upkeep all office common areas

Provide Administrative Support (applies to both IIX CEO and IIX MD)

- Manage business calendars of CEO/MD
- Manage and secure travel itineraries and conference arrangements
- Regularly update database of Founder/MD contacts to office CRM tool (Salesforce)
- Track and complete necessarily reimbursements
- Manage CEO's social media correspondences

The position is based in Singapore and the successful candidate will report directly to the COO of IIX.

To be a successful candidate with IIX, you should have:

- At least 5+ years of relevant work experience
- Prior experience with executive assistant or a customer service role is a plus
- At least a diploma holder from any discipline
- Excellent writing and communications skills
- Positive and proactive mindset is essential, willing to go the extra mile to get the work done
- Excellent organizational, project management and interpersonal skills
- Ability to work under pressure, manage priorities and multi-task under tight deadlines
- Passion for changing the world for social good will be an advantage
- Excellent proficiency working in Word, Powerpoint, and Excel.

Submission: Please submit a resume, cover letter, your college/university transcripts to apply-5c6e33959f09@iix-global.breezy-mail.com. Qualified candidates will be considered and contacted by a member of the IIX team for an interview to discuss your skills, interest and experiences. IIX is an equal opportunity employer. *Only candidates who are excellent writers, critical thinkers and energetic team players will be successful at IIX.*