

1 April 2019

Newtown Partners is an early-stage venture capital firm that actively invests in emerging, disruptive technology startup businesses. With a focus on blockchain investment and advisory services, the team operates out of offices in Mountain View, California (Silicon Valley) and Cape Town, South Africa. Founded and run by internationally successful entrepreneurs, Vinny Lingham and Llew Claasen, Newtown Partners has an entrepreneurial focus that goes beyond investment.

Newtown Partners is looking for a full-time **Executive Assistant & Office Manager** to join the firm on a permanent basis in the Cape Town office. The EA & Office Manager will report to the Managing Partner.

EA & OFFICE MANAGER

Responsibilities:

- Office management for offices in Century City, Cape Town housing ~3 startups and approximately 20 people;
- Administrative and operational support to Managing Partner in his roles as Managing Partner of Newtown Partners and Executive Chairman of Dala Cayman, especially calendar management, travel management, internal and external stakeholder management (written & telephonic), task prioritization, meeting & minute management, research, document preparation (PowerPoint slides, Word documents such as letters, memoranda, and notifications);
- Operations and project management support for new investments and advisory services, and
- Assist the Managing Partner generally in the discharge of investment and advisory services in South Africa and internationally.

Qualifications:

- Bachelor's degree preferred
- Project management qualification preferred

Skills and experience:

- Very strong English communication skills, both written and verbal
- Advanced calendar management across multiple calendars & time zones
- Highly organized & meticulous with high attention to detail
- >5 years post-university administrative support work experience to Executive Management
- High fluid intelligence (problem-solver)
- Highly proactive, limited desire for management oversight
- Experience with project & program management software frameworks beneficial

Salary and employment benefits:

- Salary negotiable based on qualifications and experience (range R15,000-R20,000)
- 20 days' annual leave
- Office parking bay

This is an intermediate-level position. Please send your comprehensive CV to work@newtownpartners.com.

Preference will be given to EE candidates. If you do not receive a reply to your application within 2 weeks, you may assume that it has been unsuccessful.