



TCX INVESTMENT MANAGEMENT COMPANY B.V. (TIM)

As manager of The Currency Exchange Fund (TCX or the Fund)

Job Title

Management Assistant (5-days)

EU work permit required

Reporting Line

Chief Investment Officer

Context

TCX is an impact fund working in the space of development finance. The mission of the Fund is to protect borrowers in developing countries against the foreign exchange risks that arise when they borrow in currencies other than their own currency. The Fund absorbs these risks through derivative trades (swaps) in 50+ currencies, thus mitigating for itself the risks of being excessively exposed to any single currency. The capital deployed to support this activity presently exceeds USD 1.2 billion.

The Fund is managed by a highly motivated and diverse international team (32 employees, 16 nationalities) that is expanding rapidly as the demand for its products grows and its investment base broadens.

The Management Assistant occupies a new position within TIM, reporting to the CIO in support of three commercial teams.

Primary Responsibilities

The Management Assistant supports the Structuring, Trading, and Research teams (15+ employees) and has the following primary responsibilities (for an estimated 80% of the time):

- Organization of (international) business trips, including visa applications, airplane and hotel bookings, meeting schedules and local transport logistics, preparation of itineraries, "home base" support, etc.
- Organization of conferences and workshops with clients, both locally and internationally, including venue search and coordination, logistics (transport, meals), communications with participants, name badges, etc.
- General agenda management for [senior management of] the teams.
- Update and maintenance of the Client Relationship Management System where all the contacts of the teams are stored.
- Expense reimbursement processing, control, and follow-up, including controls on the use of corporate credit cards.
- General support of the teams (meet & greet & support visitors, meeting room bookings and catering, arranging couriers, mail pick-up, document scanning, printing, and filing, letter preparation, website content admin; general communications)

Secondary Responsibilities

The Management Assistant is the back-up for the Executive Assistant (in case of sickness or leave) and supports her in the following activities (for an estimated 20% of the time):

- Agenda management for the CEO.
- Supervisory Board travel and meeting logistics.
- Communications with investors.
- General support of the Investor Relations, Operations, and Risk teams (agendas, meetings, travel, conferences/workshops, reimbursement of expenses, general admin support and communications).



- Office management, including building and maintaining relations with key suppliers and service providers (travel agencies, housing, security, mail room/couriers, kitchen supplies, caterers, office supplies, etc.)
- Organization of corporate events, including anniversary celebrations, investor meetings, and team-building events.
- HR administration.

Qualifications

Work experience

The ideal candidate has 5+ years of experience in a comparable function, preferably in a financial services environment.

Academic background

MBO+ (or the equivalent non-Dutch qualifications)

Competencies

The position requires the following skills and competencies:

- Fluent in English and Dutch; other languages a plus
- Proficient in Microsoft Outlook, Word, and Power Point; knowledge of Microsoft Excel; comfortable with IT systems.
- Strong inter-personal communication style; comfortable with dealing with people with a range of personalities and cultures at all levels
- Strong agenda management skills, including the ability to judge between competing priorities and timelines based on understanding of business needs and (management) expectations.
- Demonstrated experience of effectively arranging (international) travel and conferences and workshops; strong organizational and planning skills.
- Demonstrated general admin skills, including expense reimbursement processing and control.
- Ability to multi-task and work in a pressured environment; flexible and open to changes at short notice; attentive to detail.
- Pro-active and self-starting; shows initiative; follows-up without prompting; delivers high quality and timely results; is comfortable with deadlines; takes ownership and is in the lead when needed.
- Highly motivated to provide support to a team of professionals; team-player; polished and professional approach; calm and composed; positive and constructive attitude towards job function and colleagues; client and service oriented.
- Willing to perform overtime work and tasks outside the job description, both voluntarily and on demand.

We offer

A highly professional, diverse, and mission-driven environment.

A competitive salary with bonus potential, a pension contribution, a commuting allowance, remote working flexibility, and 30 days of paid vacation.

Contact details

Email

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Reference

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