

**Position: Office Administrator / Assistant to Founder**

**Location: Dublin 2**

**Organisation:**

Kerten is an investment vehicle that is privately owned by its founder, investing in start-up and mid-sized businesses in Europe, MENAT region and other geographies. Kerten has ongoing investments across numerous business sectors in 18 different countries. Investment sectors are diverse, including agriculture, construction, finance, FMCG, hospitality, real estate and many service-oriented businesses. Kerten is unique in that it uses no third-party capital and is a pioneer in many markets.

**Role:**

Working closely with the Founder and Senior Management team in a dynamic, fast paced and highly entrepreneurial environment, the successful applicant will provide the highest standard of comprehensive secretarial and administrative support. With businesses across 18 countries the Founder travels extensively and the post holder will support him by providing proactive, efficient and organised assistance to enable him to focus on key business issues across the Kerten portfolio. The successful applicant will possess a strong work ethic and exhibit flexibility in the delivery of the duties of the role.

**Duties to include:**

- Provide full confidential secretarial support to the Founder and Senior Management team in a professional and efficient manner.
- Deliver the highest standard of audio typing.
- Assist in the collation and distribution of agendas and briefing documentation for meetings, conference, skype calls. Provide accurate and detailed minute taking.
- Research projects on behalf of senior management, compile and present results.
- Assist with preparing presentations, proposals, reports, and other business correspondence.
- Provide ad hoc administrative and project support to the wider team when necessary
- Assist with general office management tasks

**Requirements:**

- A flexible attitude with a “can-do” work ethic to meet the business’ needs
- Excellent organisational, time management and problem-solving skills
- Strong verbal, written and interpersonal communication skills
- Ability to work on multiple projects in a fast-paced environment while producing quality work and adhering to deadlines
- Excellent Knowledge MS Office Suite - PowerPoint, Word, Excel
- Be a motivated team player with the ability to work on own initiative
- Be professional and discreet in handling confidential information

**To Apply:**

Please email your CV and cover letter to [doshea@kerten.com](mailto:doshea@kerten.com) for immediate consideration.