



Executive Admin / Office Manager

CORE Industrial Partners – Chicago, IL

About This Job

Job Description

The Executive Admin / Office Manager is a critical member of the office and ensures that the office runs to its maximum efficiency by managing calendars, scheduling meetings, and maintaining office security. The role will support the Partners/Principals in the office as well as provide the Managing Partner in extensive personal/business matters and investor relations support

The role will be able to take advantage of the entrepreneurial environment, and will be expected to be in direct communication with senior members of both CORE and its portfolio companies.

Responsibilities

Administrative Support

- Manage calendars and independently schedule appointments for CORE's Partners
- Coordinate meetings, conference calls, and other executive events; inform attendees/participants of function dates and times, reserve meeting space, arrange for audiovisual and additional equipment/materials, and arrange meals
- Provides additional support through copying, faxing, and mailing as requested by assigned staff
- Researches and identifies site and amenities for event partnering with out-of-office events
- Maintain office security procedures and greet guests
- Book travel for all CORE employees
- Maintain and organize all office files, travel and any other administrative task that may be needed
- Help coordinate communications with LPs and support Investor Relations
- Able to anticipate needs of the partners and to effectively help support the growth of the firm
- Provide support for Board meetings, annual investor meetings and other high-level meetings of the firm

Office Management

- Ensure the office is always maintained at a high standard that is compliant with workplace safety and conducive to producing a creative and collaborative environment
- Track office snacks and beverages and place orders when necessary
- Plan and organize all office events, parties, team building outings, functions and meetings, including venues, food, transportation and communication
- Oversee office procurement of general office supplies, office equipment, furniture, capital office assets, etc. ensuring supply inventory is sufficient and spending is within budget
- Coordinate general office activities and operations

Required Experience/Skills

- Minimum 10 years of administrative management experience, C-level experience required
- Bachelor's degree required
- Excellent written and verbal communication skills for both internal and external needs
- Strong attention to detail
- Ability to hold sensitive information in confidence
- Demonstrated track record of working with senior-level people and outside constituents including management teams and investors

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- Strong administrative and people management skills
- Solid organizational skills - able to handle multiple tasks and maintain detailed records
- Skilled in Microsoft Word, PowerPoint, Excel, and Outlook software
- Prior experience providing investor relations support

If interested in this role, please send a cover letter and resume to admin@coreipfund.com.

About CORE Industrial Partners

CORE Industrial Partners (“CORE”) is a growing Chicago-based private equity firm founded by a group of partners with long-time personal friendships and professional relationships. Our team is comprised of highly experienced former CEOs and investment professionals with shared values, deep experience, and a proven track record of delivering market-leading financial returns by investing in North American lower middle-market industrial and manufacturing businesses.