

Recruiting for a

LatAm Office Manager

Location: Mexico City

**Elevar Equity Advisors Mexico Servicios S.
de R. L. de C.V.**

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OVERVIEW: Elevar Equity invests in transformative and scalable ventures focused on underserved customers in low-income communities. We are an entrepreneurial emerging markets team that has been the founding or early growth capital in several companies that have democratized access to essential products and services for over forty five million households across India and Latin America. And we have miles to go before we can sleep. You can read more about us at <https://elevarequity.com/>.

POSITION & RESPONSIBILITIES: This is a full-time role for someone who is based in Mexico City. This person will be responsible for providing administrative support to the Mexico City-based Latin America investment team, which currently consists of five people. The person will also be responsible for coordinating Mexico-specific, basic compliance support for the firm. Areas of responsibilities will include but are not limited to:

- Maintain and manage relationships with banks, accountants, lawyers and other service providers, including liaising with the Elevar Global finance team
- Maintain and manage the registration and consolidation of information for the accounting and books of the LatAm office and Fund (receipts, invoices, expenses, bank statements, etc)
- Providing on-going administrative support to the Mexico City-based team, including scheduling meetings, completing expense reports, booking travel and anything else required
- Managing and executing one-off Mexico City-based projects, such as organizing the office, acquiring laptops and mobile devices for employees, planning events

- Working with local financial and legal service providers to ensure that Elevar is receiving the highest quality support and in compliance with its obligations
- Supporting the investment team to ensure pipeline information is maintained in the Elevar database

CRITERIA FOR THE ROLE: The role will require flexibility and active collaboration internally and externally, in-person and remotely.

- Graduate of Accounting, Finance, Administration, Engineering or related with +3 years of experience. Ability to interpret financial and accounting information
- Experience in office manager and/or administrative/accounting positions will be valued
- Advanced English level (exclusive) - Ability to participate in conversations, write emails, documents and presentations in English
- An organized, execution oriented, efficient problem-solver who is willing to work hard and take ownership of projects
- Person must be a team player with the ability to accept and act upon feedback
- Elevarian. A deep desire to work at Elevar (given its unique organizational culture) and with a diverse, international and cross-continental team without being consumed by formal roles/titles or conventional career paths

APPLYING: Interested candidates are requested to send a cover letter and resume to recruit@elevarequity.com with the email subject line "LatAm Office Manager Role". In your cover letter, please tell us why you want to work at Elevar and why we should recruit you (share examples of things you have done, how you would approach your day to day job and the criteria that you do not meet). If we get curious about your application, you will hear from us within 10 days. Elevar is an Equal Opportunity Employer.