**Executive Assistant**

**About the Position**

LL Funds, LLC (“LL”) is hiring an Executive Assistant to join its team. The Executive Assistant will support LL’s partners by managing busy and fluctuating schedules and proactively communicating with all associated participants and stakeholders. In addition, the Executive Assistant will support general office management functions. The ideal candidate will have exceptional written and verbal communications skills; impeccable attention to detail; the ability to multi-task and prioritize; and will have the ability to work independently as well as part of a team. The position is in our Philadelphia, PA office.

**Specific Responsibilities**

* Manage heavy and fluctuating partner calendars, including scheduling meetings, conferences and appointments, with the ability to be well-coordinated in managing adjustments as necessary and which may occur during non-standard working hours.
* Prioritize and balance short- and long-term partner and company priorities.
* Coordinate and schedule internal meetings, including quarterly internal portfolio reviews, monthly all-team meetings and weekly check-ins for partners and analysts.
* Manage travel booking for partners and other individuals; including, but not limited to preparing trip and meeting logistics, detailed itineraries, agendas and materials and booking flights/transportation, accommodations and other details and making changes as required.
* Prepare and submit expense reports in a timely manner.
* Ensure guests are entered into building security, greeted, welcomed, announced and settled into conference rooms. Answer and direct calls received by LL’s general phone number.
* Assist in the management of LL’s catered events, including daily lunch for the team, group meetings and special events.
* Retrieve, sort, review and distribute incoming mail and deliveries.
* Assist in ensuring office is impeccably maintained, including assisting in the ordering of office, kitchen and other supplies.
* Assist with coordinating maintenance/repairs to office and kitchen equipment and ordering new equipment as required. Coordinate with LL’s technology partner to ensure all office equipment is functioning.
* Handle confidential and non-routine information, applying careful sensitivity in the dissemination of this information.
* Make positive contributions by suggesting efficiencies for process improvement.
* Carry out other tasks as required for all partners.
* Provide back-up support to other team members as needed.
* Perform related duties as assigned.

**Skills & Experience Required**

* Bachelor’s degree or equivalent experience.
* 3+ years of professional administrative support experience in a corporate setting that directly aligns with the specific responsibilities of this position.
* High proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
* Ability to communicate articulately in both written and verbal forms with the partners, their key stakeholders and other employees.
* Excellent interpersonal and project management skills, with ability to collaborate, establish and build relationships and partnerships across the team as well as to work independently.
* Ability to multi-task projects and activities in a detail-oriented, accurate and timely manner.
* Strong sense of urgency and follow-through in a fast-paced environment with an enthusiastic attitude towards new projects.
* Exceptional organizational skills and the ability to prioritize tasks, balance immediate and long-term assignments and meet team deadline while maintaining strict attention to detail.
* Problem solver with outstanding work ethic and integrity.
* Sound judgment and exceptional discretion regarding confidential information.
* Self-starter with ability to handle regular activities without prompting and advise in advance of issues or delays.
* Flexibility and adaptability to various changing working conditions based on priorities with willingness and ability to work during non-standard working hours as requested.
* Ability to read, analyze and interpret internal documents such as policies and procedures.
* Willingness to ask questions and challenge status quo.

**About LL Funds**

Founded in 2009, LL Funds (LL) is an independent investment manager with approximately $3B AUM. LL makes opportunistic investments in asset-backed securities (ABS) and the companies that originate them. We look for deep value situations to concentrate our analytical, actuarial-based, contrarian approach. Our team combines the equity skills of sourcing, diligence, management and operating with the credit expertise of origination, asset-backed lending, underwriting, securitization and trading.

LL has a highly collaborative, creative, team-based environment that rewards initiative, productivity and independent thinking with exposure to senior leadership for coaching, mentoring and development. Successful candidates will be motivated self-starters and strive for results, have the highest ethical standards and the ability think creatively to help achieve optimal outcomes for investors. He or she will be a team player, a natural collaborator, and enjoy interacting with individuals at all levels.

LL offers competitive compensation, excellent benefits, paid time off, in-office lunch with a hybrid of in-office and work-from-home days.

LL is an Equal Opportunity Employer committed to a diversified and inclusive workforce. For additional information, please visit our website at [www.llfunds.com](http://www.llfunds.com).

**Application Process**

Please email your resume and cover letter to [careers@llfunds.com](mailto:careers@llfunds.com?subject=Investor%20Relations%20Analyst) and mention **Executive Assistant** in the subject line of your email. Principals only—no search firms.