

## Associate Office Administrator

Champlain Investment Partners is an independent, employee-owned asset management firm headquartered in Burlington, Vermont; this position would be located in the firm's Irvine, California office. Our investment strategies are designed to focus on providing absolute returns while also managing risk. We strive to create wealth through the consistent execution of our investment processes; we are equally committed to delivering outstanding client service, and pride ourselves on the many longstanding relationships we have been able to cultivate since opening our doors. Our partners bring a wealth of experience, averaging nearly 20 years in asset management, and as of December 31, 2018 the firm had approximately \$10.1 Billion in assets under management.

At Champlain, our mission statement is to "Deliver Exceptional Investment Results and Develop Enduring Client Relationships." In that quest, we believe our team is our greatest asset, and we are always interested in hearing from motivated individuals who have the talent, passion, and integrity to help us succeed in that mission. We ensure equal opportunity in the conduct of all our business activities without regard to an individual's age, color, disability, marital status, sexual orientation, national origin, race, religion, gender or veteran status.

Irvine, California offers a superior quality of life with access to multiple outdoor recreational activities, from surfing and swimming in the Pacific to mountain biking local area mountains. With unique shopping, cultural activities, and a burgeoning restaurant scene our location in Irvine also provides easy access to nearby Los Angeles, California, a major cosmopolitan city.

### Position Summary:

The Associate Office Manager plays an integral role in the California office through three essential job functions: Office Management, Emerging Markets (EM) investment team calendar management, and travel coordination.

#### *Office Management*

Ensure smooth day-to-day management of California office. Key responsibilities include:

- Reception: Ensure all visitors are greeted promptly and courteously during business hours.
- Vendor Point of Contact: Maintain relationships with office vendors/suppliers.
- Supplies Procurement: Order and organize all office and kitchen supplies.
- Lunch Coordination: Coordinate ordering and delivery for lunches being brought into the office for employees and guests.
- Correspondence: Ensure all incoming and outgoing correspondence, e.g. FedEx and mail, is processed efficiently.

#### *EM Investment Team Calendar Management*

Maintain the EM investment team calendar for meetings, conference calls, conferences, etc.

#### *Travel Coordination*

Coordinate travel and travel documentation, such as Visa procurement, for the EM investment team, as requested/needed.

### Required Skills:

A demonstrated proficiency with Microsoft office tools and email applications is required. The candidate must have excellent written and oral interpersonal skills with strong attention to detail and a propensity to take initiative. A mature, flexible, and professional demeanor is required as is the ability to work independently in a dynamic work environment.

### How to Apply:

Interested candidates should send a resume and cover letter to [jobs@cipvt.com](mailto:jobs@cipvt.com). No phone calls please.