



## Administrative Assistant

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FVLCRUM Funds (FVLCRUM) is a control-oriented private equity firm focused on investments in minority owned lower-middle market services businesses. We are currently seeking an Administrative Assistant to join our team.

### Job Description

FVLCRUM Funds is seeking a full-time Administrative Assistant in our Washington D.C. area offices. Administrative Assistant will be tasked with supporting staff with much of the firm's day-to-day operations. Primary responsibilities will include:

- Support Administrative Duties for the Primary Office Location
- Assist with Operational Functions of the Firm
- Support Office Management for the Primary Office Location
- Other Administrative Duties as May Arise from Time to Time

### Desired Skills and Experience

We seek to hire an experienced Assistant who possesses the following qualifications:

- Strong written and verbal communication skills
- Proactive in approach with ability to exercise sound judgement
- Strong interpersonal skills and professional demeanor
- Proficient in a variety of software platforms including Power Point, Publisher, Adobe, and Sales Force?
- Very organized, with a high attention to detail
- Ability to work independently and with minimal supervision
- Desire to contribute positively as part of a team, helping out with various tasks as needed
- Professional Discretion a Must
- Valid Driver's License Required

To be considered, please submit your resume and a brief note outlining your interest to [careers@fvlcrum.com](mailto:careers@fvlcrum.com).