



Executive Assistant Position Description

M-One Capital Overview

M-One Capital is a private investment firm with three strategies (core private equity, real estate and emerging growth equity). Headquartered in Omaha, the firm's Investment Team manages more than \$4 billion of investment capital.

For nearly forty years, the M-One organization has been partnering with founders, families and exceptional management teams. Our mission is to build businesses in partnership with management teams pursuing a variety of strategies for creating long-term value. Our Core Values are Integrity, Rigor, Results and Relationships.

The Position

M-One Capital is seeking potential candidates for an Executive Assistant position that will primarily focus on supporting the investment professionals while working with the administrative team. The ideal candidate should have previous experience supporting professionals in an office setting. This position will office in Omaha.

Responsibilities

- Manage multiple schedules and coordinate travel arrangements accurately and efficiently for the investment team
- Assist with DealCloud data management and reporting for weekly and quarterly meetings – organize contacts, track meetings and new investment opportunities, etc.
- Coordinate and manage in office meetings held by the investment team to ensure meetings are run smoothly
- Manage expense reports timely and accurately
- General office responsibilities – phone coverage, supply replenishment, mailings
- Manage special projects as assigned

Personal Characteristics

- Ability to maintain high level of confidentiality with uncompromising integrity
- Prompt and very responsive to requests
- Outstanding attention to detail
- Excellent communication and interpersonal skills (both written and verbal) and able to communicate in a professional manner with team members and external parties
- A demonstrated ability to work independently, meet concurrent deadlines, organize time and priorities and work well as a dedicated member of a team
- Ability to manage the day-to-day details, while also planning ahead

- Thrives in a fast pace, ever changing environment
- Demonstrated ability to work with a sense of urgency and under pressure
- Proven ability to exercise good judgment and problem solve
- Represent the organization in a professional manner
- Overall fit with our Core Values

Background and Credentials

- Previous experience using Concur preferred
- Proficient with Microsoft Word, PowerPoint, Outlook and Excel; previous experience in DealCloud, Salesforce or other CRM platform preferred
- Must have positive attitude, be proactive and have a willingness/desire to learn
- Minimum of 5 years of relevant work experience

Hours

- 8:00 a.m. to 5:00 p.m., with flexibility required and available

For more information, please send your resume to: info@m-onecapital.com

M-One Capital Core Values & Behaviors

<i>Integrity</i> We are honest, principled and fair.	1. We strive to make the right decisions, not necessarily the easy ones. 2. We communicate honestly, directly and authentically. 3. We treat all stakeholders fairly; we desire long-term, mutually beneficial relationships. 4. We do what we say we will do. 5. We give more than we take.
<i>Rigor</i> We work hard, are probing, strive for excellence and have deep technical expertise.	1. We have a strong work ethic. 2. We ask probing questions and examine situations from multiple perspectives. 3. We exercise intellectual rigor and are comfortable being challenged. 4. We have deep technical experience, yet we are genuinely interested in learning and growth. 5. We display emotional and social intelligence in our interactions.
<i>Results</i> We are accountable, add value and achieve growth.	1. Our people are self-directed and take full ownership of their responsibilities. 2. We constantly strive to create value and improve. 3. We go above and beyond to produce the highest quality work. 4. We finish what we start, and deliver in a timely manner. 5. We balance independent work with a high degree of collaboration.
<i>Relationships</i> We build and maintain trusted partnerships, internally and externally.	1. We invest in partnerships - relationships based on trust and competence are imperative to achieving mutual objectives. 2. We are truthful and respectful in communicating with others. 3. We build rapport such that others are eager to work with us. 4. We exercise self-awareness and self-management. 5. We strike the right balance between challenging and supporting each other.