Executive Assistant to the Founder & Chief Executive – Job description

ConnInv2A, Lda. – Lisbon, Portugal
Position: Executive Assistant to the Founder & Chief Executive
Type: Part-time / Internship
Availability: From January 2027
Location: Lisbon / Hybrid
Reporting to: Founder & Chief Executive

1. About ConnInv2A

ConnInv2A is a consulting and investment advisory firm based in Lisbon, Portugal, focused on connecting international SMEs and investors with high-growth opportunities across **Sub-Saharan Africa's emerging markets**, while supporting African SMEs in developing strategic partnerships and expanding internationally.

The firm's activities cover **business and investment advisory, market intelligence, business development, investment facilitation, financial analysis, strategic partnerships and cross-border transactions**.

ConnInv2A operates across the four major Sub-Saharan African regions—**West, Central, East and Southern Africa**—and seeks to build bridges between African markets and international business and investment communities.

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2. Position Overview

The **Executive Assistant** will provide high-level administrative, organizational and operational support to the Founder & Chief Executive while contributing to the coordination and development of ConnInv2A's consulting, research, business development and investment-related activities.

The position is particularly suitable for a highly organized, proactive and internationally minded individual who is interested in **consulting, investment, international business and African emerging markets**.

The successful candidate will have the opportunity to work directly with the Founder & Chief Executive and gain exposure to **cross-border consulting projects, investors, SMEs, financial institutions, business partners and international organizations**.

For an intern, the position will provide practical exposure to the functioning of a growing international consulting and investment advisory firm.

3. Key Responsibilities

A. Executive Support

- Provide day-to-day administrative and organizational support to the Founder & Chief Executive.
- Manage and organize the Chief Executive's calendar, meetings and appointments.
- Prepare agendas, briefing notes and supporting documents for meetings.
- Coordinate internal and external meetings with clients, investors, partners and other stakeholders.
- Prepare meeting minutes, action points and follow-up schedules.
- Monitor deadlines and ensure that agreed actions are followed up.
- Assist the Chief Executive in preparing presentations, reports, correspondence and other professional documents.
- Handle confidential information with a high degree of discretion and professionalism.

B. Business Coordination

- Assist in coordinating ConnInv2A's consulting and investment advisory activities.
- Maintain an organized database of clients, prospects, investors, SMEs, institutions and strategic partners.
- Support the preparation of client and investor correspondence.
- Follow up with prospective clients, investors and partners as instructed by the Chief Executive.
- Assist in preparing business proposals, presentations and company profiles.
- Coordinate communications with external consultants, service providers and business partners.
- Assist with the organization of business meetings, conferences, webinars and networking events.

C. Research & Market Intelligence

The Executive Assistant may also contribute to research activities, particularly where these support the Chief Executive and the firm's business-development activities.

Responsibilities may include:

- Conducting preliminary research on African markets, sectors and industries.
- Gathering information on companies, investors, institutions and potential business partners.
- Monitoring economic, financial and regulatory developments relevant to Sub-Saharan Africa.
- Preparing short research notes and market summaries.
- Supporting the preparation of **ConnInv2A's newsletter, articles, reports and other publications**.
- Identifying relevant conferences, investment forums, business events and networking opportunities.

D. Business Development

- Support the identification of potential clients, investors and strategic partners.
- Conduct preliminary research on potential business opportunities.
- Assist in preparing prospect lists and business-development databases.
- Support the preparation of introductory correspondence and presentations.
- Monitor potential opportunities and maintain follow-up records.
- Assist in developing ConnInv2A's international network of SMEs, investors and institutional partners.

E. Client & Stakeholder Relations

- Assist in maintaining professional relationships with clients and business partners.
- Respond to routine correspondence and enquiries on behalf of the Chief Executive when authorized.
- Ensure timely follow-up of communications.

- Help maintain a professional and consistent image of ConnInv2A in communications with external stakeholders.
- Assist with client onboarding and administrative documentation.

F. Digital & Administrative Management

- Organize electronic files, documents and databases.
- Maintain appropriate document-management and filing systems.
- Assist with preparation and management of presentations and spreadsheets.
- Support the firm's website and digital-content activities when required.
- Assist with social media and newsletter coordination where relevant.
- Help monitor administrative deadlines and recurring business obligations.

G. Events & International Networking

- Research relevant international conferences, investment forums and business events.
- Assist with event registration and logistical arrangements.
- Prepare briefing materials for meetings and events.
- Maintain records of contacts established through events.
- Support post-event follow-up with potential clients, investors and partners.

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4. Responsibilities Particularly Suitable for an Intern

For an **Executive Assistant Intern**, the role would include progressively developing responsibilities such as:

- Administrative and calendar management;
- Meeting preparation and minutes;
- Business and market research;
- Company and investor profiling;
- Preparation of PowerPoint presentations;
- Preparation of Excel databases;

- Monitoring African economic and business news;
- Supporting newsletter preparation;
- Supporting business-development activities;
- Identifying potential clients and partners;
- Researching conferences and investment opportunities;
- Assisting with client and stakeholder communications;
- Supporting the Chief Executive in day-to-day operations.

The internship should be structured to provide **practical professional experience rather than purely administrative tasks**.

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5. Candidate Profile

Education

The position would be suitable for candidates with a degree or current studies in:

- Business Administration;
- Management;
- Economics;
- Finance;
- International Business;
- International Relations;
- Political Economy;
- Accounting;
- Marketing;
- Communications; or
- a related discipline.

For the internship, candidates currently pursuing a bachelor's or master's degree will be considered.

Experience

For the professional position:

- Previous experience in executive assistance, consulting, business administration, investment, finance or international business is desirable.
- Experience working in an international environment would be an advantage.

For an internship:

- Previous professional experience is **not necessarily required**.
- Academic projects, student associations, volunteering, research or entrepreneurial activities may be considered relevant.

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6. Skills & Competencies

The ideal candidate should demonstrate:

Organizational skills

- Excellent organizational and time-management abilities;
- Ability to manage multiple priorities;
- Strong attention to detail;
- Ability to meet deadlines.

Communication

- Excellent written and verbal communication skills;
- Professional email-writing abilities;
- Ability to communicate effectively with senior executives and external stakeholders.

Analytical skills

- Ability to conduct basic business and market research;
- Ability to synthesize information;
- Strong attention to accuracy and factual reliability.

Digital skills

- Good knowledge of Microsoft Office or equivalent tools;
- Good command of Word, Excel and PowerPoint;
- Familiarity with online research tools and digital collaboration platforms;

- Ability to learn new software quickly.

Personal qualities

- Proactive and self-motivated;
- Reliable and responsible;
- Discreet and trustworthy;
- Professional and diplomatic;
- Curious and willing to learn;
- Adaptable;
- Entrepreneurial mindset;
- International outlook;
- Interest in African emerging markets and international business.

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7. Languages

Essential:

- Excellent English (Advanced/Proficiency level, IELTS, TOEFL, TOEIC, etc.).

Strong advantage:

- French and/or Portuguese.

Knowledge of additional African or international languages would be an asset.

Given ConnInv2A's positioning between **Europe, Africa and international investors**, multilingual capabilities would be particularly valuable.

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8. What ConnInv2A Offers

The position offers the opportunity to:

- Work directly with the Founder & Chief Executive;
- Gain exposure to **international consulting and investment advisory**;

- Develop knowledge of Sub-Saharan African emerging markets;
- Participate in research and business-development activities;
- Interact with entrepreneurs, SMEs, investors and business partners;
- Develop professional communication and executive-management skills;
- Gain experience in cross-border business and investment;
- Contribute to the development of a growing international consulting firm;
- Develop a professional network in Africa and internationally.

For interns, the position can provide a particularly valuable opportunity to understand **how an international consulting and investment advisory firm identifies opportunities, conducts market research, develops partnerships and supports cross-border business activities**.

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9. Performance Objectives

The Executive Assistant could initially be evaluated on:

1. Quality and reliability of executive support
2. Organization and management of information
3. Timeliness of follow-up
4. Quality of research and analysis
5. Professionalism in communications
6. Ability to support business-development activities
7. Ability to work independently
8. Confidentiality and discretion
9. Contribution to the firm's publications and events
10. Ability to progressively take ownership of responsibilities

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10. Career Development

For a successful candidate, the position could evolve toward roles such as:

Executive Assistant
↓
Executive Assistant & Business Coordinator
↓
Business Development & Research Analyst
↓
Consultant / Investment Advisory Associate

For an intern, the internship could potentially provide a pathway to a **Junior Business Analyst, Business Development Analyst or Research Analyst** position, depending on performance, qualifications and the firm's needs.
