



**Real Estate/Finance Administrative Assistant
Job Description**

Bow River Capital is a private alternative asset management company based in Denver, Colorado with approximately \$1.5 billion in assets under management as of September 30, 2021. Founded in 2003, the firm was established with a vision of building a world class, diversified investment management platform committed to the lower middle market. Bow River has three private fund platforms: Private Equity, Real Estate, and Software Growth Equity. In January 2021, the firm launched a registered fund, Bow River Capital Evergreen Fund, that provides broader access to private market investing.

You can learn more about Bow River at www.bowrivercapital.com.

Role

Bow River Capital's Executive Assistant will support the firm's Real Estate and Finance teams. The ideal candidate will have 5+ years of experience as an administrative assistant and be flexible to meet the demands of our growing organization.

Responsibilities

- Handle meeting scheduling and maintain calendars for multiple colleagues
- Book travel and handle all expense reporting
- Work with Bow River Capital's internal resources to schedule and coordinate team events
- Process investor address changes and assist with investor transfer requests
- Check in investor capital contributions and respond to investor inquiries
- Create and upload LP statements, as well as distribution and capital call notices
- Serve as the primary contact for investor portal inquiries
- Ensure meetings are organized and all conference room technology is operational
- Organize and print marketing decks for real estate investment opportunities
- Act as back up to front desk/receptionist when needed
- Ad hoc projects as assigned

Qualifications:

- Exceptional customer service and interpersonal skills
- Proficient in Excel, Adobe Acrobat and MS Office technology skills
- Hard working and extremely detail-oriented
- Strong written and verbal communication skills
- Ability to multi-task and accurately prioritize projects/demands
- Highly discreet with confidential information
- This role is based in Bow River Capital's Denver office.



Salary Range: \$60,000 - \$70,000

The estimate displayed represents the salary range for this role. Factors that may be used to determine actual salary may include years of work experience, years of experience in a similar role and proficiency with MS Office applications.

Interested candidates should send a cover letter and resume to Careers@BowRiverCapital.com