



## PhillipCapital Employment Opportunity in Chicago

### Executive Assistant

Phillip Capital Inc. is looking for an energetic executive assistant to the Co-CEOs. The purpose of the role is to provide support and enable the Co-CEOs to be productive. The ideal candidate would be reliable, organized, proactive, and flexible. Phillip Capital seeks and values diversity and ideas from all staff and offers tremendous growth opportunities.

### Primary Responsibilities

- Some office management responsibilities such as organizing meals and ordering supplies.
- Assist with some marketing projects
- Calendar and phone management
- Travel planning
- HR coordination such as onboarding checklists
- Some personal assistance projects

### Requirements

- Minimum Associate Degree with three years of working experience.
- Enjoy supporting roles.
- Preferably minimum three years providing administrative support to executive
- Microsoft office intermediate level
- Highly organized and efficient
- Demonstrated ability to handle confidential information
- Be able to work independently
- Strong oral and written communication skills.
- Necessary traits: Absolute integrity, strong sense of ownership, energy, initiative, and ability to learn from feedback.

### Next Steps

Please send a resume and salary expectations to [careers@phillipcapital.com](mailto:careers@phillipcapital.com) to be considered for the position, with "Executive Assistant" in the subject line. No phone calls and do not contact PhillipCapital businesses in other countries about this position. Phillip Capital Inc. will not consider candidates sent by recruiters for this position.



### **About Phillip Capital Inc. and the Phillip Capital Group**

Phillip Capital Inc. is a growing financial brokerage, specifically an SEC registered securities self-clearing broker-dealer and Futures Commission Merchant (FCM) firm based in Chicago. Phillip Capital Inc. has clearing memberships with CME/CBOT/COMEX/NYMEX/KCBOT, DME, ICE US, ICE EU, NFX, CFE, and DTCC.

Phillip Capital Inc. has common ownership and works closely with other firms within the Phillip Capital Group, which is headquartered in Singapore. The Group has network companies operating in the financial hubs of 17 countries, has more than \$1B in owners' equity, in excess of \$18B of customer funds, and is a leading provider of a full range of investment services including global equities, futures, commodities, currencies, mutual funds, and insurance in Asia. Many foreign offices are equity clearing members of their respective country's futures and stock exchanges.

Find out more about the firm and group at [www.Phillipcapital.com](http://www.Phillipcapital.com) and [www.phillip.com.sg](http://www.phillip.com.sg).

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