



Team Assistant, Investor Relations & Business Development

Do you want to join a global fund manager in energy infrastructure investments? If so, Copenhagen Infrastructure Partners (CIP) is currently looking for a Team Assistant to join our Investor Relations & Business Development (IR & BD) team based in Copenhagen.

Team

We are seeking a motivated and organized Team Assistant to support our team members in our Investor Relations & Business Development (IR & BD) team. The IR & BD team at CIP is a global, high-performing unit responsible for all investor interactions and business development activities—from product and fund development to fundraising and client engagement. The team comprises approximately 70 professionals from 15 countries, with backgrounds in investment banking, management consulting, and law.

You will be also a part of a broader Executive Support team, and will report to Heidi Jensen, Sr. Personal Assistant.

Role

As a Team Assistant based in CIPs Copenhagen office you will be primarily supporting the EMEA team, within the broader Investor Relations team covering clients across the region. You will play a central role both internally and externally, and you will be the closest go-to person for your team in providing broad administrative support.

Responsibilities will consist of but are not limited to:

- Organizing and maintaining calendars, ensuring alignment in daily schedule and keeping calendars up-to date
- Organizing travel arrangements and logistics and ensuring that roadshows are going smoothly
- Providing broad administrative support, e.g., managing incoming inquiries and scheduling meetings
- Updating CRM systems (e.g., Dealcloud) with relevant data
- Communicating with investors, e.g. replying to emails, sending invitations to events and press releases

You

You have around 5 years of relevant experience in administrative or coordinating roles, preferably from a consulting firm, law firm, investment bank, large international company or a Ministry/Government Agency. You thrive in a high-paced work environment and are motivated, thorough, and resourceful, with a high level of professionalism and able to handle confidential material discreetly.

We look for the following in a candidate

- Solid knowledge of Office 365 applications
- Excellent communication and time management skills
- Ability to balance responsibilities in a busy environment across various projects with changing priorities
- Ability to grasp the big picture at the same time being thorough with a high attention to detail
- Ability to manage administrative processes and projects independently, at the same time enjoying sparring and collaborating with the team
- Resilient, service minded, proactive and with a positive can-do attitude
- Experience with CRM tools is a plus
- Project management – investor events, road shows

The process

Please apply online as soon as possible as applications will be processed on an ongoing basis. For questions related to the role, please reach out to our Talent Acquisition team at recruitment@cipfs.com. We do not include CV's and Cover Letters sent by email.

As we continue to improve our candidate experience, diversity and avoid unconscious bias, please avoid having a photo in your CV. We commit to an inclusive recruitment process and equality for all applicants.

Please be aware that we will not accept speculative CV submissions for any of our roles from recruitment agencies, and any unsolicited candidate submissions will be exempt from any payment expectations and ownership.

Building value that matters

Founded in 2012, Copenhagen Infrastructure Partners P/S (CIP) today is the world's largest dedicated fund manager within greenfield renewable energy investments and a global leader in offshore wind. To date, CIP has developed and constructed more than +50 greenfield renewable projects around the world. CIP is developing a greenfield project portfolio of ~160GW total, and ~16 GW is in operation or under construction. CIP manages 13 funds and has to date raised approximately EUR ~35 billion for investments in energy and associated infrastructure from more than ~200 international institutional investors.

CIP has a multinational team of ~500 full-time employees with extensive experience and knowledge within the fields of renewable energy project development and regulated infrastructure. In addition, CIP has a broad range of competencies within corporate finance, mergers & acquisitions, engineering, construction, project development, and project management.

CIP has built a prominent investment team capable of originating proprietary investment opportunities and executing projects and investments based on the team's industrial background, large industrial network, and extensive experience in structuring, executing, and managing investments within energy infrastructure. Headquartered in Copenhagen, CIP also operates from key locations across the globe, including offices in Hamburg, Munich, London, Utrecht, New York, Tokyo, Melbourne, Luxembourg, Kuala Lumpur, Seoul and Singapore. In addition, CIP has 17 local project offices globally.

For more information, visit www.cip.com.

**Copenhagen
Infrastructure Partners**

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Ansøgningsfrist

Løbende jobsamtaler
Team Assistant, Investor Relations &
Business Development

Kontaktperson

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