

<b>Position</b>	<b>Executive, Investment</b>		
<b>Position Type</b>	Contract For Services (12 Months)		
<b>Company</b>	Cradle Fund Sdn Bhd		
<b>Department</b>	Investment	<b>Unit</b>	Investment
<b>Reports to</b>	Senior Vice President, Grant & Investment		

### Summary of Role

The primary responsibilities of the role entail evaluating new investment opportunities and managing existing investee companies. It involves identifying risks and opportunities, and providing recommendations to the Investment Committee regarding the corporate exercises and financial well-being of the investee companies. The objective is to ensure the overall health and success of the portfolio through an active contribution to making an informed decision and strategic planning.

### Job Description & Responsibilities

- Prepare update reports on the financial and operational performance of the investee companies for presentation to the Investment Committee.
- To be the point of contact for investee companies and potential startups.
- Draft documentation in relation to investment, fundraising, divestment/liquidation, or any related matters.
- Participate in meetings and networking events within the startup ecosystem.
- Liaise with external auditor for audit documentations.
- Execute other tasks as required by management

**Qualifications & Experience**

1. University Degree in Finance/Business/Economics/Law or any other relevant courses
2. Well aware of the latest regulations and trends concerning venture investments and respective industries.
3. Knowledgeable in investment valuations (ideally experience in startup valuations)
4. Able to build and maintain relationships with entrepreneurs, internal stakeholders, external auditors, industry partners and fellow investors.
5. Able to work in a dynamic environment
6. Good communication skill and able to communicate at all levels.
7. Good command of English (spoken and written)

**Skills & Competencies**

1. To have a good knowledge in investments and financial
2. To have a good basic knowledge of CSV investee company portfolio
3. To have a knowledge related to portfolio management
4. To liaise with external audit for financial year audit documentations
5. Able to handle and work with various of task