



Executive Assistant

Location: Remote

Type: Full Time

Reports to: Managing General Partner

Your Role

You'll be the trusted partner of our Managing General Partner, managing complex calendars across time zones, coordinating with the Orbit team, founders, investors and event managers. You have the organizational precision of a military officer combined with the relationship skills of a diplomat – someone who can anticipate needs, solve problems independently, and execute. The role requires exceptional judgment in knowing how to manage competing priorities and anticipating needs.

Your Responsibilities

Drive results for Orbit investors and portfolio companies

- Maintain a comprehensive contact database across multiple channels, ensuring swift and thorough follow-through on action items.
- Orchestrate effective communication flows between key stakeholders including Orbit team members, investors, startups, partners and conference managers.

Engage the Orbit ecosystem

- Support MGP in ecosystem development through proactive outreach and thoughtful follow-up.
- Coordinate MGP's digital presence across email, LinkedIn, and WhatsApp, ensuring timely responses and appropriate follow-up.

Be operationally excellent

- Oversee high-impact meetings: from precise scheduling to detailed documentation of discussions and action items.
- Oversee accurate expense tracking and documentation.
- Design and implement efficient workflows to maximize MGP's time and resources.
- Work with MGP to create effective presentations for events, and communications.

Synthesize insights

- Execute targeted research initiatives to support MGP's strategic decisions.

Be continuously curious

- Develop a solid understanding of venture capital and startup ecosystems.

Your First Days

First 30 Days: Master Orbit's internal systems and the MGP's working style. Take ownership of calendar orchestration, stakeholder communications, and document management systems. You will have put together your first presentation and deck for the MGP. Success means establishing a seamless operational foundation that enhances the MGP's effectiveness.

By Day 60: Elevate the MGP's workflow through sophisticated process design. Create standardized approaches for priority tasks, develop communication templates, and map the year's key industry events. Begin contributing insights that help the MGP maximize impact across stakeholder engagements.

By Day 90: Operate as a strategic partner, anticipating needs and driving solutions independently. Lead complex scheduling across time zones, prepare research briefs, and proactively identify improvement opportunities. Success means becoming a trusted advisor who ensures optimal allocation of the MGP's time across portfolio and investment activities.

Your Experience

- 7-10+ years experience supporting C-level executives or equivalent operational role in fast-paced tech environments
- Demonstrated experience creating and running rigorous processes
- Experience coordinating complex international travel and managing global stakeholders
- Advanced proficiency in Microsoft Office Suite or Google Suite and collaboration tools such as Slack
- Bachelor's degree preferred, equivalent experience considered.
- Fluent in English, strong English writing skills preferred

About Orbit Startups

Orbit Startups is a venture capital firm with a mission to drive economic transformation in frontier and emerging markets, capitalizing on the rapid adoption of technology across South Asia, Southeast Asia, Africa, Latin America and MENA. With almost two decades of investment experience in high-growth markets like China and India, Orbit has established itself as a critical player in bridging technology, entrepreneurship, and industry leaders.

How to apply

Please click on [our job application form](#) to submit your CV and cover letter. CVs without a cover letter will not be considered. All applications must use the form. For any technical issues, please contact jobs@orbitstartups.com.