



First Climate is one of the prime Carbon Asset Management firms in Europe. We are a leading provider of carbon offset services, trading and advisory, with a strong global market presence in sourcing and procuring carbon credits.

To strengthen our team, we are looking for:

Administration Manager

Position located in Luxembourg

You will be directly responsible for an array of functions relating to the administration and organisation of a busy and growing business in our Luxembourg based Asset Management Company. You will support fund managers in the management and administration of carbon asset portfolios and cooperate with legal and tax counsels, accountants and auditors. You will be part of a highly qualified team and liaise with colleagues and counterparties all over the world.

Key Responsibilities:

- Preparing and monitoring accounting and reporting for the company and its clients
- Supporting fund management activities
- Contributing to the administration of clients (incorporation, administration, regulatory approvals, reports, preparing and wrapping-up committee and board meetings)
- Office and reception services

Specific Requirements:

You have proven experience (minimum 2-3 years) in administration/ back-office operations from working at a bank, fund management or asset management company. Excellent skills in solving organisational or administrative issues are essential. Good knowledge in accounting, reporting processes and process supervision is required. You are a highly self-motivated, diligent, flexible and communicative individual. Proficiency in both German and English is an absolute must, French would be an advantage.

To Apply

Please send your electronic application to the Director Carbon Investment Advisory:

Martin Schulte
First Climate Asset Management S.A.
4, Place de Strasbourg
L-2562 Luxembourg
E-mail: martin.schulte@firstclimate.com

In your application please quote job reference # CIA_105, state your salary expectations and earliest start date.

Note this position closes on 30th September 2008.

[Click here to apply](#)

www.firstclimate.com