



**First Climate is one of the prime Carbon Asset Management firms. 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:

## Office Manager - United States

*Position located in Washington, DC*

You are a highly self-motivated office manager, with an eye for detail and able to think internationally. As an individual with strong communication skills, your responsibilities will include managing the US headquarters office of a German-based multinational company that is a leader in the Carbon Finance Markets. You are proficient in Accounting, Microsoft Office Suite and QuickBooks Pro files, Payroll and related Human Resources activities for the Washington, DC office of the Company.

### Key Responsibilities

- Create and manage internal accounting processes
- Work with the Managing Director of the DC office on budgetary and payroll matters
- Undertake day to day office activities to support the Climate Neutral business
- Coordinate with the Corporate and other related offices
- Assist in helping to grow the DC office, including managing internal office procedures and policies
- Arrange and manage travel and other logistics for US operations

### Specific Requirements

You are comfortable working on an international level and are passionate concerning global environmental issues. You are looking for an entrepreneurial role in a successful company in a promising market. You have at least 3 - 5 years of relevant office management and accounting experience. You are proficient in accounting, including independent maintenance of QuickBooks Pro files, managing an office budget, composing monthly profit and loss statements, comparing and updating budget figures, reconciling bank and credit card statements, addressing all matters related to accounts payable for the Washington, DC office of the Company; maintaining and updating payroll records; and developing employee benefits packages, including health insurance and 401(k) plans. Willingness to travel and fluency in German and English are a must. Additional language skills are considered an advantage as is experience working in an environmental field, preferably with working knowledge of global carbon markets.

### To Apply

Please send your electronic application to the Managing Director

Bjoern Fischer  
First Climate  
E-mail: [Bjoern.Fischer@firstclimate.com](mailto:Bjoern.Fischer@firstclimate.com)

In application please quote job reference # LLC\_106, state your salary expectations and earliest start date.

[Click here to apply](#)

[www.firstclimate.com](http://www.firstclimate.com)