



23 January 2023

Position: Operations manager
Location: Zürich (only candidates with a Swiss work permit will be considered)
Terms: 50 - 100%

Clarmondial is an independent Swiss investment advisory company with global reach, focused on mobilizing capital for sustainable management of natural resources. Clients and partners include leading companies, investors, donors, and conservation organizations. The company has been proactively developing new solutions such as the Food Securities Fund, a blended finance fund for agricultural supply chains, and a new fund for landscapes and value chains (www.clarmondial.com/usaaid-bc-partnership-pr).

To support its work, Clarmondial is seeking an operations manager to join the team.

Key tasks

- Project administration (e.g., monitoring and reporting of workplan, budget reconciliation).
- Oversee investment operations (e.g., liaison with service providers of Luxembourg-based investment funds).
- Support overall corporate secretary and administrative functions.
- Manage internal projects.

Criteria

- University degree in business administration, finance or accounting.
- Strong communication and project management skills - time management, effective communication, organization and planning capabilities, budget control, and reporting.
- Experience in fund operations, client services, and liaison with service providers. Risk management and compliance are a plus.
- Interest in ESG and sustainable management of natural resources in emerging and developing markets.
- Fluent in English and Spanish. Additional language (e.g., French) is a plus.
- Proactive and inquisitive personality, focused on achieving results as part of an ambitious team with a flat hierarchy.
- Ideally with 5+ years of work experience.

Salary

This is a paid position.

How to apply

Interested candidates may send a motivation letter and CV to hr@clarmondial.com. Please use "Operations manager – [Your Surname]" as the subject line of your application e-mail.

Deadline for applications: 23 February 2023.

Clarmondial is an Equal Opportunity Employer.