

## **JOB DESCRIPTION**

### **Team Manager (Luxembourg based)**

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*Bamboo Capital Partners (“Bamboo”) is an impact investing platform founded in 2007 by Jean-Philippe de Schrevel providing innovative financing solutions to catalyze lasting impact. Bamboo bridges the gap between seed and growth stage funding through a full suite of finance options – from debt to equity – which it activates unilaterally or through strategic partnerships. Bamboo aims to generate lasting impact and improve the lives of the world’s most marginalized communities while delivering strong financial returns. Since its inception, Bamboo has raised over \$460m for developing countries, positively impacting over 184 million lives and supporting 45,000 jobs, including 15,900 jobs for women, through its investments in over 30 countries. The firm has a team of 30 professionals active across Europe, Latin America, Africa and Asia.*

**Bamboo is currently looking for a Team Manager**, joining our team of highly qualified and dedicated professionals as soon as possible in order to support its development.

**As part of his/her responsibilities, the Team Manager is in charge of the coordination of the Human Resources related processes of Bamboo globally, comprising:**

#### **Talent Management**

- Establish **ongoing relationship** with the staff:
  - o Organize formal and informal feedback
  - o Keep high motivation level within the “Bamboo Family”
  - o Lead and steer the organization of the quarterly townhalls, propose agenda and coordinate the drafting of the supporting documentation
  - o Address questions and concerns in a timely manner
- Coordinate the **performance and development** of our people within the company:
  - o Individual objectives
  - o Appraisal process
  - o Compensation review
- Set-up and monitor a **Knowledge Development Program**:
  - o Identify external training sessions adding capacity to the team
  - o Set-up internal training plan to share knowledge among the team
  - o Prepare monthly thematic updates
- Monitor the **resources planning**:
  - o Holidays and absences
  - o Staff mapping and backups
  - o Analysis of time allocation
  - o Identification of potential resourcing needs and opportunities

- Coordinate the **recruitment (leavers) process**:
  - o Job description,
  - o Pre-selection of candidates,
  - o Contract formalization (termination),
  - o Employee on-boarding (transition for leavers)

### **Finance, Compliance and Risk Management**

- Coordinate the **payroll** processes with the respective services providers.
- Centralize **travel authorization** for the team using the dedicated tool and analyse monthly report.
- Centralize and approve **expenses claims** from the team using the dedicated tool and analyse monthly report.
- Update the documentation of the **human resources policies and processes** of the company, including regulatory requirements.
- Prepare the quarterly reporting to the **Remuneration Committee**.
- Control the **Performance fees / Carried Interest computation** and allocation.
- Maintain the **organizational chart** of the company up to date.
- Maintain **company and individuals HR files**, including a summary of roles, location, competencies, compensation.
- Escalate any topic or situation that he/she identifies as sensitive (e.g. key man risk, motivation drop) to the EXCO.

**The Team Manager will work in close collaboration with the Executive Committee, the CFO and the Fund Managers.**

### **Position Requirements**

The preferred candidate will possess the following skills and attributes:

- University degree in business administration, finance, or related field is required.
- At least 5 years working experience in project management in a Big4/consulting firm.
- Willingness to integrate an entrepreneurial group.
- Excellent soft skills for team management, primarily listening and communicating with colleagues from diverse origins.
- High level of integrity and reliability.
- Open-minded and innovative.
- Understanding of the Fund Industry, knowledge in Impact/Blended Finance/Private Equity is a plus.
- High attention to detail, strong written and oral communication skills.
- Ability to multi-task and prioritise projects and portfolios; strong time-management skills.
- Good computer skills (MS Office), open to specific IT tools.
- Languages: Fluency in English and French; any other languages are a plus.

We offer an attractive compensation package as well as a dynamic working environment in a high-caliber team of motivated professionals.