

SENIOR MANAGER CORPORATE SERVICES (M/F/D)

pandomus, founded in 2009, is an independent, CSSF regulated, company and offers as a professional of the financial sector (PSF) high-end & tailor made Luxembourg company domiciliation, corporate, accounting and administration services for both, regulated and unregulated entities.

YOUR RESPONSIBILITIES

- ✔ You will be responsible for managing the relationship and service delivery for a portfolio of clients (Luxembourg investment funds, Soparfi's, other Luxembourg legal structures) while being supported by more junior team members;
- ✔ You will be in charge of all company secretarial and corporate governance services as well as the administrative support for your clients while performing and supervising all day-to-day duties linked to the general administration of the Luxembourg entities;
- ✔ You will be in charge of the organization/preparation of board and shareholders meetings and attend them where required;
- ✔ You will arrange for and supervise incorporations, corporate/fund lifecycles and liquidations as well as the creation/update of shareholders' and other registers, bank account openings, etc;
- ✔ You will act as key contact for your clients and will coordinate external parties as the case may be (notaries, legal advisors, tax advisors, auditors, banks, etc);

YOUR PROFILE

- ✔ You are graduated in law or equivalent and have 5-7 years relevant professional experience in a similar position;
- ✔ You have 5-7 years experience in team management;
- ✔ You have several years of experience in working with CSSF regulated Real Estate/Private Equity funds – experience with and Soparfi structures will be an asset;
- ✔ You are familiar with the Luxembourg law on commercial companies as well as regulated and semi-regulated structures and knowledgeable on the AIFM Directive;
- ✔ You are fluent in English and French and/or German, any other language will be considered an asset;
- ✔ You have proficient knowledge of MS Office;
- ✔ You have strong analytical and organizational skills and are eager to learn;
- ✔ You are dynamic, have a good presentation and excellent communication skills (verbal and written);
- ✔ You are a genuine team player.

OUR SERVICES FOR YOU

- ✔ Unlimited employment contract with flexible working hours/good work life balance
- ✔ Competitive salary package
- ✔ Annual leave above legal minimum
- ✔ Space for individual responsibility and initiative
- ✔ Regular, individually tailored opportunities for continuing professional development
- ✔ Diverse working environment in a central location
- ✔ Friendly and dynamic team with flat hierarchies and a family-like atmosphere
- ✔ Attractive social benefits: lunch vouchers, pension plan, sports allowance & referral program
- ✔ Variety of team events

OUR NETWORK

