

# SENIOR CORPORATE OFFICER (F/M/D)

Due to our continuous growth and expansion, PANDOO Administration is looking to recruit a:

## YOUR RESPONSIBILITIES

- ✔ You will be involved in all aspects of the corporate secretarial administration of Luxembourgish regulated and unregulated structures;
- ✔ You will be involved with the administrative support, company secretarial and corporate governance services and will perform all day-to-day duties linked to the general administration of your clients' portfolio while ensuring proper coordination of tasks with other teams;
- ✔ You will assist from the incorporation to the liquidation of the entities (organize and prepare board and shareholders' meetings, create and update shareholders' registers, open bank accounts, review transaction documents, etc.);
- ✔ You will be the key contact for your clients and will communicate with external parties (notaries, legal advisors, tax advisors, auditors, banks, AIFMs, CSSF, etc.);
- ✔ You will assist and support the management in client related projects;
- ✔ You will review the work of the junior staff members.

## YOUR PROFILE

- ✔ You are graduated in law or equivalent and have 3-5 years of experience in working with regulated and unregulated Real Estate/Private Equity structures;
- ✔ 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 German and English, any other language is considered an asset;
- ✔ You have a good knowledge of MS-Office software;
- ✔ 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

## ABOUT PANDOO

PANDOO Administration, 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.

### NEW ADDRESS:

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**PANDOO.LU**