

# Luxembourg Jobs Expertini®

## Legal Officer - Luxembourg

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Company: Alter Domus

Location: Luxembourg

Category: business-and-financial-operations

## Legal Officer - Luxembourg

Location:

Luxembourg, LU

### ABOUT US

We are Alter Domus. Meaning “The Other House” in Latin, Alter Domus is proud to be home to 85% of the top 30 asset managers in the alternatives industry, and more than 5,000 professionals across 23 countries.

With a deep understanding of what it takes to succeed in alternatives, we believe in being different. Invest yourself in the alternative, and join an organization where you progress on merit, where you can speak openly with whoever you are speaking to, and where you will be supported along whichever path you choose to take.

Find out more about life at Alter Domus at [careers.alterdomus.com](https://careers.alterdomus.com)

For our office in Luxembourg, we are currently looking for a Legal Officer. We offer a dynamic and international corporate atmosphere as well as the benefit of customized training adapted to your needs throughout your career.

### JOB DESCRIPTION:

As a member of the team supporting Company Secretary services to clients, you are joining a vital professional services function for our clients in which you can advance your career within the funds industry, diversify your relationship management skill set, and build expertise in corporate secretarial functions supporting private equity, private debt and real estate corporate entities. You will act as a main liaison and point of contact for all company

secretarial functions.

**YOUR RESPONSIBILITIES WILL INCLUDE:**

Collaborating across the fund teams on the setup and or on-boarding of client structures, and administering complex international structures;

Interaction with clients, board members, third party intermediaries such as banks, lawyers, accountants and tax advisors both in person and via written or telephone communication;

Preparing documents for various company secretarial transactions (e.g. incorporation, share allotment, calls, capital reduction, change of directors, strike off, amendment of articles of association, power of attorney etc.) and arranging execution and necessary filings;

Preparing for and attend board and shareholders' meetings, recording, drafting and circulating minutes and actions arising from meetings;

Assisting with the preparation, collation and ongoing monitoring of Know Your Customer / Client Due Diligence and promoter / corporate files;

Maintenance of statutory records for entities and monitoring annual statutory filings;

Monitoring changes in relevant legislation and the regulatory environment and taking the appropriate action; and

Management of the day-to-day company secretarial operations of the entities.

Supporting team on client engagement and transactions

**YOUR PROFILE:**

professional qualification or be working towards one would be an asset but not a requirement;

One year or more of company secretarial experience a plus;

Prior Diligent Board experience would be a plus;

Enthusiastic attitude, drive and willingness to learn;

Ability to build strong client relationships and to take initiative to act without waiting for direction when appropriate;

Organised with an eye for detail Possess a flexible and hands-on approach;

Demonstrated experience with ability to prioritise and handle multiple projects simultaneously is essential;

Demonstrated communication skills and you are able to deal with people at all levels.

### **WHAT WE OFFER:**

We are committed to supporting your development, advancing your career, and providing benefits that matter to you.

Our industry-leading Alter Domus Academy offers six learning zones for every stage of your career, with resources tailored to your ambitions and resources from LinkedIn Learning.

Our global benefits also include:

Support for professional accreditations such as ACCA and study leave

Flexible arrangements, generous holidays, birthday leave and graduation leave

Continuous mentoring along your career progression

Active sports, events and social committees across our offices

Support with mental, physical, emotional and financial support 24/7 from our Employee Assistance Program

The opportunity to invest in our growth and success through our Employee Share Plan

Plus additional local benefits depending on your location

### **Equity in every sense of the word**

We are in the business of equity, in every sense of the word. For us, this means taking action to ensure every colleague has equal opportunity, valuing every voice and experience across our organisation, maintaining an inclusive culture where you can bring your whole self to work, and making Alter Domus a workplace where everyone feels they belong.

We celebrate our differences, and understand that our success relies on diverse perspectives and experiences, working towards shared goals and a common purpose. Thanks to the work of our Group DE&I Committee and network of DE&I Champions, we empower all of our people to be truly invested in the alternative.

We are committed to ensuring an inclusive recruiting and onboarding process. Please contact our hiring team if you require any accommodations to make our recruitment process more accessible for you.

#LI-HYBRID

#LI-CO1

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