Bachelor’s Graduates for our Cross-Border Fund Services team (m/f) - Job based in Luxembourg

Our Clients & Operations team serves the investment fund industry and supports our clients in the distribution of their funds across the world by providing operational assistance, technical expertise and project coordination. We are currently looking to expand our team and are in search of motivated and dynamic talents in the area of cross-border fund registration.

What is it about?

As a junior member of the Clients & Operations team, you will:

- Coordinate our clients’ fund registration and post-registration projects under both UCITS and AIFMD
- Prepare submission packages to regulatory authorities and perform fund registration and maintenance filings
- Reconcile and keep up to date the cross-border registration matrices
- Ensure a clean record keeping on client projects and documents
- Interact with clients, with other internal teams and with supervisory authorities
- Compile and provide tailored activity and situation KPI reports to clients
- Report to managers and clients on activities progress
• Interact with various internal and external stakeholders by using formal project management and transmission tools

Who are you?

To be the right fit for this position, you have to:

• Hold a Bachelor’s degree
• Be interested in working in the fund industry, more specifically in fund distribution coordination and related administrative tasks
• Be fluent in English and in German or French
• Be flexible, efficient in organising workload and able to set priorities
• Be seen as a proactive, reliable and rigorous person with a high attention to detail
• Demonstrate strong communication and interpersonal skills
• Be a quick learner with a positive attitude

What do we offer?

Get hired as a junior member of the Clients & Operations team and you will:

• Work with recognized experts and be part of a dynamic team delivering cutting-edge solutions to our clients
• Enjoy and promote diversity in our multicultural teams
• Develop your competencies with a tailor-made training plan
• Expand your network in the Luxembourgish and international market

What impact will you make?

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