

CORPORATE OFFICER

Investment funds and their managers

mebs provides independent governance solutions to the financial sector including compliance support, focusing primarily on investment funds and their managers, both in the traditional and alternative sectors.

In the context of the development of its business, **mebs** is recruiting a Corporate Officer.

Job description:

As a member of **mebs**' team, you will assist us in, *inter alia*:

- Preparation of board and committee papers;
- Attendance at board and shareholder meetings;
- Drafting of minutes of meetings;
- Drafting of circular resolutions;
- Preparation of statutory filings;
- Administrative assistance.

Your profile:

- Experience providing company administration support to Luxembourg domiciled companies (experience providing company administration to private equity vehicles would be advantageous);
- Experience between 3 and 5 years in corporate or legal role;
- Keen interest in the investment fund business;
- Ability to translate technical requirements into operational process;
- Fluency in **English** (German, French or other European languages considered an asset);
- Organised, flexible, proactive, team player, committed, reliable, able to manage several tasks, and focused on delivering quality;
- Proficient user of Microsoft Office applications.

The opportunity:

- To be part of an international, highly motivated and results driven team;
- To work in a collaborative working environment in an innovative company;
- To enjoy unparalleled training opportunities.

If you are interested in this position and meet the job requirements, please apply by email to Human Resources Department: hr@mebs.lu

mebs is an equal opportunities employer and is committed to diversity in the workspace.

mebs conducts background checks on individuals offered employment with the company and employment with **mebs** is conditional upon individuals successfully completing these checks.