

Client Relationship Manager Level 2 – Private Equity (M/F)

Position based in Luxembourg
Permanent contract – Full time

Our client:

Our client is a prestigious and fast growing company offering fund and corporate services.

Your role:

The purpose of this position is to administer a limited portfolio of Fund structures in conjunction with the Senior Client Relationship Manager / Associate Director – Administration.

- Act as first point of contact for a limited number of fund structures within a team
- Co-ordinate legal, tax and other professional advice
- Develop and maintain the Operational Procedures Manuals and ISAE checklist templates for client relationships
- Attend and minute client board and shareholder meetings
- Ensure the preparation, review, distribution and filing of periodic financial statements are on a timely basis and in accordance with regulatory guidelines
- Act as “B” level 4-eyes signatory on administration matters, ensuring that company policy and professional and regulatory guidelines are adhered to and that a professional quality service is provided to clients and outside contacts
- Assist with billing information for clients including analysis of time spent and the management of aged debtors
- Supervise and assist in the training and development of staff
- Participate in the appraisal process for members of staff

Your skills :

- At least 5 years’ experience in Funds in a similar financial services environment or tasks experience
- Sound technical financial services knowledge (to be supported by internal trainings)
- Computer literacy skills are essential
- Ideally some people management experience
- Evidence of managing a small client relationship or part of a major client relationship
- Act as a “B” level Authorised Signatory