

Senior Corporate Administrator (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 carry out routine day-to-day administration of corporate and fund structures under the direction of a Client Relationship Manager.

- Build and maintain strong working relationships with clients, colleagues and other business contacts
- Administration of a range of entities across various corporate vehicles, investment holding companies and fund structuring entities
- Coordinate all aspects of company secretarial matters including the preparation of agendas, collation and distribution of board packs, obtaining directors availability and drafting minutes and resolutions for routine matters
- Coordinate and review the work of more junior team members
- Prepare the appropriate documents for incorporation of companies, annual and other ad hoc filings
- Assist with obtaining CDD on shareholders and maintain the register
- Maintain accurate records for each entity, ensuring that all amendments are made in a timely manner
- Liaise with notary offices, government offices, tax authorities and banks (as applicable)
- Ensure regulatory and statutory filings are made in timely manner
- Prepare manual and electronic payment instructions to settle expenses and complete transactions throughout the structures
- Ensure staff are trained on electronic banking systems and co-ordinate the opening of new bank accounts
- Assist with audit of corporate entities
- Act as a mentor to junior staff under the supervision of senior staff

Your skills:

- The candidate will be expected to be qualified or studying towards a relevant professional qualification (preferably ICSA Certificate level or an accountancy qualification)
- Sound technical financial services knowledge (to be supported by internal trainings)
- Strong knowledge of company and partnership laws, an understanding of trusts would also be beneficial
- Computer literacy skills are essential
- Strong interpersonal skills are required to develop close working relationships with colleagues, clients and business contacts