

PANDOMUS is an independent, CSSF regulated, Luxembourg based service company which offers high-end Luxembourg company domiciliation and fund administration services.

Due to our continuous growth and expansion, PANDOMUS is looking to recruit a:

## SENIOR CORPORATE OFFICER (M/F)

### Your responsibilities

- You will be involved in all aspects of the corporate secretarial administration of Luxembourgish companies (Soparfi's and regulated and unregulated Investment Funds);
- You will be involved with the administrative support, company secretarial and corporate governance services for Luxembourg companies and perform all day-to-day duties linked to the general administration of the portfolio clients and ensure and coordinate tasks of other teams for such clients;
- You will take care of the organization/preparation of board and shareholders meetings, creation/update of shareholders' registers, bank account openings;
- You will assist at incorporations up to the liquidations;
- You are the contact point for your clients and will coordinate with external parties (notaries, legal advisors, tax advisors, auditors, banks);
- You will assist in client related projects and support the management in the implementation of new projects;
- You will review the work of the junior staff members.

### Your profile

- You have 4-6 years experience in working with Soparfi structures and experience with regulated Real Estate/Private Equity structures;
- You have a graduate in law with a relevant professional qualification or a minimum of 4-6 years experience on a similar position;
- You are familiar with the Luxembourg law on commercial companies and regulated and unregulated und structures, knowledge of the AIFM Directive will be an asset;
- You are fluent in English and French (German and any other language is an asset);
- You have a good knowledge of MS-Office software;
- You have strong analytical and organizational skills;
- You are dynamic, have a good presentation and excellent communication skills (verbal and written);
- You are a real team player.

We offer an interesting remuneration package as well as career and learning opportunities in a growing and successful company.

If you are interested, please send us your curriculum vitae to: [recruitment@pandomus.lu](mailto:recruitment@pandomus.lu)

or by regular mail to the following address:

PANDOMUS  
To the attention of Mrs. Ana Dias  
121, avenue de la Faiencerie  
L-1511 Luxembourg  
([www.pandomus.lu](http://www.pandomus.lu))

We request recruitment firms to refrain from contacting us.