

AMBITIOUS? BRIGHT? RIGHT.

GAM is one of the world's leading independent, pure-play asset managers. We provide differentiated active investment solutions and products for institutions, financial intermediaries and private investors. Our core investment business is complemented by private labelling services, which include fund administration and other support services to third-party institutions. Together we share a common set of values rooted in teamwork, integrity, entrepreneurial flair and professional excellence.

For our Department Legal & Compliance in Luxembourg we are looking to hire a

Junior Corporate Officer (m/f)

Main Duties & Responsibilities

- Becoming the point of contact for internal and external Directors, auditors, and external service providers
- Organise, prepare agendas and packs for and attend Board of Directors and Shareholder meetings
- Drafting minutes, action points and follow up within agreed deadline
- Collaborate with internal and external service providers (auditors, administrator, custodian, etc.) in regard to the preparation of annual and semi-annual reports
- Manage account openings for sub-custody accounts in close collaboration with the custodian (including KYC related tasks)
- Contract management and filing
- Ensure a good and regular working relationship with internal and external clients

Qualification and Requirements

- Qualification as paralegal or other relevant formation (professional experience at a bank, auditor, notary or (fund) administration)
- 2+ years professional experience within the financial sector
- Experience attending Board meetings and taking minutes would be an advantage
- Understanding of the Luxembourg investment fund environment
- Excellent communication skills (verbal and written)
- Fluency in German and English, French would be an asset
- Good knowledge of Microsoft office environment
- Precise work and ability to work under pressure
- Well organised and motivated
- Willingness to develop, learn and identify improvement areas

Benefits

GAM offers attractive conditions of employment, a performance-oriented salary in line with the market as well as attractive fringe benefits.

Please contact the local Human Resources team for further details.

Human Resources

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