

## Senior Legal and Transaction Officer

☆ Tax & Legal

📍 Capellen

### **Company presentation**

Working in an accounting company that offers **great evolution opportunities** is part of your ambition? Dealing with **Private Equity Funds** and **Real Estate** clients is a challenge that you want to take up? If this triggers you, you should definitely pay attention to this offer.

The company you could work for makes a point of honor to develop the professional career of each of its employees. The opportunity to evolve in such a structure will allow you to develop professional skills and a real sense of quality work. You will also be challenged everyday to accomplish more and at the end of the day be proud of your work and yourself.

The strong values of the company and the low turnover demonstrate that it's a place where it's good to work.

**Private equity, real estate** and **debt structures** are going to be your daily challenge. You will have great responsibilities concerning **legal and corporate governance** issues for the client base of **Luxembourg Fund Administration business**.

**Preparation** and **coordination** of **board packs** will be one of your main tasks. You'll meet directly **investors** and **shareholders**, **prepare minutes**, create and follow **statutory registers** and that is only some of the **various tasks** that you are going to do during your work.

**Client managing** will complete your duties including **client onboarding, KYC** and so on.

### **Skills and profile**

- You should have **3 or more years** of experience in this area
- As funds, private equity, real estate and debt will be your field of expertise, an **excellent knowledge of Luxembourg companies law, tax and regulatory regimes** is required.
- You should be able to write **legal documents** at **funds** and **assets** level.

- You should also have a good understanding of the functions of an **administration/domiciliation agent** in Luxembourg.
- **Problem solving mindset** and **good communication skills** are great assets
- Having a great sense of **planification** and the ability to **work efficiently** is important
- Working in this international company implies that you have to **speak English fluently**.

### **Offer**

- **Attractive salary package**
- **Meal vouchers**
- **Internal and external formations**
- **Parking spot**
- **Pension plan**
- **Discretionary bonus**
- **International working environment**

If you are interested in this opportunity, please do not hesitate to send your resume to [legal.lux@legrand-associates.com](mailto:legal.lux@legrand-associates.com). One of our consultants will treat it in all discretion; at Le Grand & Associates, we treat your application with pure confidentiality .

Are you looking for a different job? Then check out our opportunities at [www.legrand-associates.com](http://www.legrand-associates.com).

We can also be reached by phone at the following number +352 20 88 08 44  
We are looking forward to hearing from you!

Heb je interesse in deze vacature?

Solliciteer nu en we nemen in minder dan 6 uur contact met je op.

Vragen?

Contacteer ons tax & legal team

[Tax.legal@legrand-associates.com](mailto:Tax.legal@legrand-associates.com)