



Corporate Officer - Junior

Engelwood Asset Management S.A. is active in fund structuring, asset management and asset services. The company was founded in July 2001 and was renamed Engelwood Asset Management S.A. in July 2019.

Engelwood Asset Management S.A. is a CSSF regulated third party AIFM (European Alternative Investment Fund Manager) in Luxembourg.

Due to the increase in current and future business, we are currently looking for a **Corporate Officer - Junior** to join our company.

Key responsibilities:

- Daily governance of private equity, venture capital, real estate, infrastructure and debt funds (the "Funds");
- Assist with all aspects of the Funds' governance matters, including boards, agendas, resolutions, and so on;
- Work with the different internal operational teams and external service providers to prepare relevant documents and transactions;
- Support the handling of corporate documentation and requests for the Funds (articles of incorporation, fund related agreements and reports, supplier agreements, Trade Registries, PPM's, etc.);
- Support the review and analysis of different documents prepared by external service providers;
- Assist with the annual audit processes for the Funds;
- In general, assist in maintaining a sound corporate administration of the Funds;
- Maintain the administrative aspects surrounding the Funds (both filing and electronic) up-to-date and in good standing, and liaising with the supervisory authorities where necessary;
- Follow-up on client requests where necessary, under the supervision of his/her direct report.

Minimum profile requirements:

- Bachelor Degree in Business Administration, Finance or Law;
- Excellent verbal and writing skills in English. French and any other language will be considered as advantageous;
- Hands-on, flexible, eager-to-learn attitude;
- Ability (or willingness) to work independently but also as part of a team;
- Appetite for excellence whilst delivering work for our clients;

Additional advantageous profile requirements

- 2 years of relevant (corporate) professional experience in the investment fund industry;

We explicitly welcome applications from recent graduates with a willingness to learn for this position.

The salary package offered will be commensurate with your professional expertise and experience. This position is available **immediately**. This is a unique and potentially career-defining opportunity for the candidate with the right spirit and experience.

If you are interested in taking this challenging opportunity, please send your application (cover letter, CV, supporting references) to the following e-mail address hr@engelwood.eu

Please note that only shortlisted candidates will be contacted by our HR team.

In compliance with the law of 23rd July 2016, the selected candidate will be requested to provide a criminal record (section 3).

We are an equal opportunity employer, who believes that diversity is good for our people and our business. As such, we welcome applications from candidates without regard to their gender, age, racial or ethnic origin, religion or beliefs, sexual orientation/identity or disability.