

Luxembourg Investment Solutions S.A. (LIS) is a leading third-party Alternative Investment Fund Manager and UCITS management company with a strong focus on Private Equity, Real Estate and Debt Funds.

We help investment managers and investors materialize their investment ideas through turnkey solutions in all aspects of administration and servicing of the investment vehicle and supporting structure.

Due to our continued successful expansion, we are looking for a:

## Paralegal / Corporate Secretary (m/f)

### Your main responsibilities:

- Assisting the corporate counsel in operational business regarding various funds and other Luxembourg vehicles/companies
- Keeping legal files and databases up to date and rearrangement of existing records (including digital records)
- Registration of corporate or fund documentation with the commercial register or other relevant authorities (e.g. CSSF)
- Liaising with third parties, such as financial institutions, notaries and local administration
- Organization of Board Meetings E/AGM's (including preparation of notices, proxies and board packs)
- Take notes or dictations at meetings or to provide general assistance during presentations
- Assistance with drafting/completing board minutes, board/shareholder resolutions, contracts, client service proposals and agreements
- Dealing with incoming emails, faxes and mails
- Assistance with the preparation of reports and presentations
- Coordination of internal and external service providers
- Preparing and maintaining checklists for processes

### Your profile:

- Paralegal higher education
- Excellent handling of MS Office applications
- Fluent written and spoken in English (additional European languages would be an advantage)
- Five to seven years of corporate secretarial experience
- Analytical, problem solving, business analysis skills
- Demonstrable knowledge of compliance
- Good interpersonal skills
- Excellent organization and communication skills
- Must have initiative to constantly improve processes
- Ability to prioritize issues at a company level

- Good understanding of operational controls framework
- Accuracy in process documentation and report writing
- Confidential, diplomatic, discreet
- Assertive self-starter

**What you can expect:**

- An innovative, modern business environment
- Team-oriented work
- Performance-based compensation

If you are interested in becoming a part in our team please apply by email to: [hr@lis-aifm.lu](mailto:hr@lis-aifm.lu)

**Luxembourg Investment Solutions S.A.**

Charlotte Steinhardt (HR Officer)  
5, Heienhaff  
L-1736 Senningerberg

To find out more about our company and the services we offer to our clients, please visit us at:  
[www.lis-aifm.lu](http://www.lis-aifm.lu)