

Recruteur	22D1663578969
Référence	Legal and Transaction Officer in Private Equity
Titre de l'offre	Description
Description de la mission	<p>- The role will primarily include assisting our Fund Administration team in all aspects of operation and administration of a portfolio of funds and other structures (e.g. client on boarding, company secretarial, legal, corporate governance, and regulatory) mainly in the private equity and real estate sector.</p> <p>- The individual will assist our clients with regular transactions, preparation of board packs, coordination of board and shareholder/investor meetings, preparation of minutes, creating and updating statutory registers (e.g. directors, limited partner, and shareholder) and other transfer agency functions. The individual will be required to attend client board and other meetings. The individual will also liaise with fund manager clients, third parties (including lawyers) and other external advisors necessary to ensure smooth operation of the client portfolio and to ensure that deadlines are met. The individual will work within a small client team, reporting on a daily basis to the relevant Langham Hall administrator, manager and director.</p> <p>Key Responsibilities</p> <p>- Act as point of contact for client and be actively involved in assisting with transactions (e.g. investments, divestments) of real estate, private equity and debt transaction-related administration including review of legal documents and liaising with client/ legal counsel as required</p> <p>- Assists in client on-boarding (drafting service agreements, preparing service level agreements, managing AML compliance process)</p> <p>- Assist in organisation and co-ordination of board/ shareholder meetings (ensuring completeness of board packs, sending convening notices, agenda's)</p> <p>- Drafting legal documents, preparation and review of board meeting agenda and minutes, written resolutions</p> <p>Liaise with compliance team to ensure all AML and KYC requirements for client on boarding, payments, investors admission in done on time</p> <p>- Take ownership and responsibility of ensuring all internal electronic and paper files and updated and organised on a regular basis</p> <p>Benefits</p> <p>- Langham Hall takes the development of its employees very seriously and offers sponsorship of a professional qualification (e.g. ILA Cossec Pillar 1/ ICOSA) as part of the package.</p>
Type de contrat	CDI
Télétravail	Non spécifié
Client	LANGHAM HALL Luxembourg
Description de la société	<p>Langham Hall provides premium quality accounting, fund administration and investor reporting services to Real Estate and Private Equity Fund clients.</p> <p>Langham Hall invests in people and in developing them professionally. We are extremely proud of our leadership-focused culture which fosters a dedicated, approachable and collaborative way of working. We offer the opportunity to progress your career and study professional qualifications; through intensive training and where applicable, full exam tuition and study support.</p> <p>Langham Hall is a fast-growing company and as such staff experience a variety of responsibilities and inclusion in exciting initiatives beyond their day-to-day role. Employees are supported and encouraged to deliver a first-class service and opportunities are identified at an early stage for employees to engage with our clients which enables them feel involved and challenged in their work.</p> <p>We are proud of our positive working culture which is reinforced through our employees and our extremely low staff turnover and we seek out people that believe in our values.</p>
Localisation	Luxembourg City

Pays Array

Description du profil Skills Knowledge And Expertise

- Graduated with Master or Bachelor's degree preferably in Legal, LLM, Corporate Law, Business Law, Commercial Law, preferably obtained before studying at Business School.
- First experience in Corporate, Company or Fiscal law is an advantage
- Motivated and ability to work within a team and contribute towards its success in a growing team
- Highly organised and have good attention to detail
- Excellent communication skills in English, with French and German a strong asset (both written and oral).

Expérience Débutant (-3 ans)

Profil

Secteur Banque & Finance