

Type of contract : Full-time

Location : Luxembourg city

Duration : open-ended



ADMINISTRATIVE ASSISTANT

Who are we?

Orionis Management is a « Professional of the Financial Sector » which has operated in Luxembourg since 2003. We specialise in services related to the set-up and management of funds and companies, as well as in portfolio management and consolidation report outsourcing. Today we supply corporate governance to more than 20 UCITS and around half a dozen AIFs.

What is your job?

You will be a part of a small and talented team of experienced professionals, who are involved as Directors or Conducting Officers in the funds and companies under management.

As an Administrative Assistant, you will be **directly involved in the functioning of the company**: you will be familiar with each of our mandates and you will ensure the proper **maintenance of all records** according to the local jurisdiction. You will **assist your colleagues** in their daily tasks by ensuring the correct filing of documents for the respective clients, and manage various administrative tasks, including processing emails, posting letters, and maintaining general order in the office (equipment, cupboards, purchase orders, etc...).

You will be given continuous training in the functioning of the investment funds (internally and external seminars).

Your profile

We are looking for a person with a Bachelor's degree and a special interest for the functioning of financial markets. You must be very quickly familiar with the environment of the Luxembourg investment funds, management companies and AIFM.

As you will have to deal with important documents in a timely manner, it is essential to be **organized** and diligent. You are also **curious, enthusiastic** and **able to learn new concepts** promptly in order to become autonomous as quickly as possible. You have **strong computer skills**, especially in the Pack Office functions. Excellent knowledge of English and French is essential.

The added value:

Working within our team will push you to excel and will offer you a **solid background in the financial sector**, in Europe's most important investment fund and financial market place. In addition to acquiring a **detailed understanding of how investment funds and their management companies work**, you will benefit from an **exposure to the European legislative and regulatory framework** (Circular CSSF 12/546 and AIFM Law n°6471).

To apply :

Please send your cover letter and resume to the attention of Mr Daniel Van Hove, Managing Director:
dvh@orionis-management.com

We appreciate your interest!