

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 an:

## Administrative Assistant to Product Management (m/f)

### Your main responsibilities:

- Support of the Product Manager team in the day-to-day-business
- Coordinate and supervise the correct invoicing of our clients; keep static data sheets per client updated
- Provide assistance for internal database updates and maintenance of client data, i.e. contact details of persons in charge
- Set up and keep up-to-date the contractual compliance oversight tool for our clients under the supervision of the Product Managers
- Assist Product Managers during Client Acceptance Process as well as ensure client file is kept up-to-date
- Understanding of AML/KYC requirements
- File, scan and archive all relevant documents of the funds; collect signatures when required

### Your profile:

- Commercial apprenticeship, secretarial diploma or equivalent
- Experience as Personal Assistant, Team Assistant or Transfer Agent in an international environment
- Fluent written and spoken in English (German and an additional language would be an advantage)
- Excellent communication skills and the ability to prioritize issues
- Excellent writing skills
- Perfect command of Outlook, Word, Excel and PowerPoint
- Ability to work autonomously as well as in team
- Highly efficient, proactive and trustworthy
- Strong organizational skills, paying attention to details



**What you can expect:**

- An innovative, modern business environment
- Team-oriented work
- Growth & development opportunities

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

**Luxembourg Investment Solutions S.A.**

Charlotte Steinhardt (HR Officer)

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