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alternative**

alterDomus*

Corporate Services Officer – German Speaker

For our office in Luxembourg, we are currently looking for a CORPORATE SERVICES OFFICER – GERMAN SPEAKER. We offer a dynamic and international corporate atmosphere as well as the benefit of customized training adapted to your needs throughout your career.

JOB DESCRIPTION:

- Assisting clients in implementation and administration of Luxembourg holding companies, financing and intellectual property companies, and real estate companies
- Handling the day-to-day operations of companies and responding to clients' requests
- Keeping company books and preparing periodic reports
- Preparing statutory financial statements and maintaining contact with auditors when applicable
- Preparing corporate and VAT returns and maintaining relevant contact with the Luxembourg tax authorities and tax advisers
- Taking part in developing restructuring plans or other transactions in compliance with recommendations of the local regulatory body, including spin – offs, mergers and acquisitions
- Assisting with the organization of board meetings and shareholders meetings

YOUR PROFILE:

- You hold a university degree preferably in Accounting & Finance or Economics
- You have between 0 and 2 years of relevant experience
- You are fluent in German and English (knowledge of French will be considered as an asset)
- You possess team spirit, the capacity to build strong client relationships, and take initiative to act without waiting for direction when appropriate

ABOUT US

Independent and possessing more than seventeen years' experience in its field, Alter Domus has become a leader in corporate and management services for private equity & infrastructure and real estate funds as well as listed and unlisted companies.

Our staff of over 2400 people also provides fund administration and financial reporting services. We mentor and develop our employees' technical knowledge and practical skills. We also champion commitment and a customer-oriented mindset.

