



MANAGER - CORPORATE & LEGAL

Who is Maprima Luxembourg

Maprima Luxembourg – a member of the Maprima Group – is a dynamic and innovative corporate service provider with a local footprint and a global network. Our Group has offices in the Netherlands, Belgium and Luxembourg.

We assist entrepreneurs, investors and their advisors from all over the world managing their international structures by providing top notch accounting and corporate services as well as administrative support.

Our clients and partners appreciate our approach and our business is growing.

Do you want to know more about us and our activities? Go to www.maprima.com

Job Description

We are looking for a dynamic manager to join our corporate & legal team.

As a manager, you will oversee all the corporate, legal and compliance matters of a portfolio of clients' companies and partnerships, including AIFs; manage a team of corporate officers; and report directly to the partners.

Your duties will include:

- Ensure compliance with all legal requirements (e.g. annual accounts, tax returns, ...);
- Assist with and coordinate transactions, e.g. acquisition of subsidiaries, investments and divestments, financing, structuring of deals and restructuring;
- Oversee various corporate actions, from incorporation to liquidation;
- Coordinate and attend board meetings, annual and extraordinary general meetings;
- Liaise with Luxembourg administrations, banks, lawyers, notaries, auditors, ...;
- Manage a team of corporate officers;
- Make sure that Maprima keeps accurate and up to date compliance and KYC files.

Your profile

We are looking for the following job qualifications :

- University degree in Law or Economics (at least Bachelor level)
- Minimum 5 years' experience in a fiduciary, trust company, or a similar position
- Direct experience with (regulated/unregulated) AIFs – including central administration, transfer agent duties – is a plus
- Proficiency in English. Knowledge of French, German and any other language is welcome



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We also expect potential candidates to be reliable, flexible and social team workers, have excellent communication skills, know how to use basic tools such as MS Office and be comfortable acting as board members of our client companies.

What we offer

We foster a challenging and dynamic environment, with lots of opportunities to make a difference and learn hard and soft skills on the way.

We also offer candidates a career in a growing company with a lot of potential. This includes training and life-long learning opportunities.

Last but not least, we reward our staff with yearly bonuses, promotions and raises based on merit and performance.

Are you interested by this opportunity? If so, please send us your CV and tell us about your drive and motivation (in English, please) - info.lu@maprima.com

