



SENIOR CORPORATE OFFICER

Who is Maprima Luxembourg?

Maprima Luxembourg – a member of the Maprima Group – is a dynamic and innovative trust company 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 and administrative support.

Our clients and partners appreciate what we do for them, 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 senior corporate officer to join our team and help our clients achieve their goals. As a Senior Corporate Officer, you will oversee all the corporate, legal and compliance matters of a portfolio of clients' companies.

You will therefore:

- Deal with all administrative and corporate aspects, from incorporation to liquidation
- Coordinate and prepare the board meetings, annual and extraordinary general meetings
- Make sure that companies comply with all legal requirements (e.g. annual accounts, tax returns)
- Liaise with Luxembourg administrations, banks, lawyers, notaries, auditors, etc.
- Coordinate the transactions of our clients including acquisition of subsidiaries, financing, structuring of deals and restructuring
- Assist the partners with the compliance and KYC procedure

Your Profile

- At least Bachelor level preferably in Law or Economics
- Minimum 5 years' experience in a fiduciary, trust company, or a similar position
- Proficiency in English. Knowledge of German or French and any other language is welcome

We also expect potential candidates to be reliable, flexible and social team workers, have excellent communication skills, and know how to use basic tools such as MS Office.

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 lifelong 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 your CV and tell us about your drive and motivation (in English, please) at info.lu@maprima.com