

Job description

Working Student – Business Development & CEO Support (m/f)

Reporting Line: Chief Executive Officer, Luxembourg

Focus: Management Strategy, Business Development, Sales Support, AI-Enabled Working Methods

Engagement: Working student – 15 hours per week alongside your studies, fixed term, Luxembourg office, option to extend

Role Overview

Cresvia Capital Fund Management (CCFM) is a fully licensed, CSSF-regulated Luxembourg AIFM, operating from its Luxembourg headquarters and through its German branch. We deliver tailor-made alternative investment solutions across real estate, private equity and debt for professional and semi-professional investors, combining institutional expertise with entrepreneurial agility.

We are expanding our third-party AIFM services across Europe and are looking for a working student to support our CEO directly in that effort. You will sit close to where decisions are made – researching the competitive landscape, preparing the material our CEO takes into management and client meetings, coordinating sales trips across our target markets, and helping us build AI-assisted working methods into our day-to-day operations. This is a preparatory and supporting role: you prepare the groundwork, the CEO decides.

Key Responsibilities

- **Market & Competitor Research:** Build and maintain a structured view of third-party AIFM providers – services, pricing, positioning and market coverage – and research defined questions on markets, peers and regulatory context.
- **Strategy Support:** Contribute research sections, data and exhibits to strategy papers on the firm's market presence and positioning.
- **Presentations & Management Materials:** Prepare and refine presentations, briefing notes and meeting documentation to a standard that stands up in front of management.
- **Sales & Roadshow Coordination:** Coordinate the CEO's sales trips across Germany, Switzerland, Austria, Poland and further markets: itineraries, scheduling, bookings, agendas, document packs and structured follow-up.
- **Meeting Follow-Up:** Keep the action list from management meetings current and prepare background packs ahead of CEO-led meetings.
- **AI & Automation:** Build, document and refine AI-assisted workflows on our approved platform (Anthropic Claude) for research, drafting and document preparation.

Required Skills and Profile

- **Education:** Enrolled in a Bachelor's or Master's programme in business, finance, economics or a related field, with enrolment maintained throughout the contract.
- **Analytical Skills:** Able to turn an open question into structured, well-sourced research and to write concisely and precisely.
- **Presentation Skills:** Confident in PowerPoint and Excel, with an eye for material that is clean and complete on first delivery.
- **AI Aptitude:** Comfortable and precise in working with Claude – structured prompting, critical review of output, and disciplined handling of confidential information. Basic Python is an advantage.

- **Mindset:** Discreet, reliable and organised, with the judgement to ask rather than assume. Comfortable doing careful foundational work in a regulated environment.
- **Languages:** Business-fluent English is essential. German is a strong advantage; French is an asset.

What We Offer

- **Proximity:** You work directly with the CEO of a regulated AIFM and see how strategy, sales and management decisions actually come together.
- **Insight:** Direct exposure to cross-border fund structuring and third-party AIFM services in one of Europe's leading fund centres.
- **Structure:** A flat, owner-managed organisation with short decision paths.
- **Flexibility:** Hours agreed around your lectures, reduced during examination periods, with potential for longer-term collaboration.

How to Apply

Please send your CV and a short motivation to Julia.viens@cresvia-capital.com

We look forward to your application!