



Internship Fund Corporate

(Default)

- 412F Route d'Esch, Luxembourg City, Luxembourg
- Intern

Company Description

IQ-EQ is a leading Investor Services group which combines global expertise with an unwavering focus on client service delivery. We support fund managers, global companies, family offices and private clients operating worldwide.

Job Description

- Assists with the administrative and legal formalities and answers client's requests (such as accounts opening, acquisition of participations, board resolutions, official publication and filing, notarial and private deeds, incorporation and liquidation of company...)
- Organizes board- and shareholders meetings and drafts related minutes and/or documentation e.g. shareholders agreements on request
- Prepares internal and external legal documents e.g. board resolutions, loan agreements, proxies...
- Executes, checks, files and archives administrative, legal documents
- Checks proper legal documentation of bank transactions
- Executes and ensures timely delivery of quality services
- Checks and follows up on client satisfaction
- Prepares and maintains documents and statements for the compliance files of clients
- Informs external clients on the progress of tasks done

Qualifications

- Motivated, reliable, work independently, able to support
- Master or Bachelor's degree (Legal, LLM, Corporate Law, Business Law, Commercial Law, Finance)
- First experience in the financial, law, funds or trust environment is an advantage

- Fluent in English, any additional language would be considered an asset
- Knowledge of MS Office

Additional information

At IQ-EQ we want you to reach your full potential. We offer an inclusive and diverse environment to support your career aspirations. With a strong emphasis on continuous learning and a holistic approach to your professional and personal development. We also offer opportunities across our service lines and our international network of offices.