



Trainee Legal and Transaction Services

Location Luxembourg - Langham Hall Luxembourg (M/F)

The Role

This is a great opportunity for a driven and talented individual to make a real difference as part of a dedicated and professional team. The Trainee Legal and Transaction Services will be assisting with day to day legal services of fund structures under the supervision of Senior Legal Officer and Manager.

This is a role best suited to a self-motivated and organized individual with a curious mind.

• **Essential Duties and Responsibilities**

- Be actively involved in assisting with transactions (e.g. investments, divestments) of real estate, private equity and debt transaction-related administration including review of legal documents and liaising with client/ legal counsel as required
- Assists in client on-boarding (drafting service agreements, preparing service level agreements, managing AML compliance process)
- Assists client in opening of bank accounts including liaising with banks and completing bank forms
- Be involved in incorporation of Luxembourg companies/ funds including ability to liaise with the notary and review / draft articles
- Assist in organization and co-ordination of board/ shareholder meetings (ensuring completeness of board packs, sending convening notices, agenda's)
- Assist in drafting legal documents, preparation and review of board meeting agenda and minutes, written resolutions
- Be involved in liaise with compliance team to ensure all AML and KYC requirements for client on boarding, payments, investors admission in done on time
- Assist in keeping all shareholders and directors registers up to date and signed
- Be involved in performing all statutory filings in RCS and ensure that any and all publications are made on timely basis, for any modifications in the articles of a company and any other corporate actions requiring RCS publications
- Assist in the process of ensuring all internal electronic and paper files and updated and organized on a regular basis

Minimum Education / Qualifications

- Ideally studying in Legal, LLM, Corporate Law, Business Law, Commercial Law
- Pro-active, motivated and eager to learn and grow in fast paced working environment
- Flexible, excellent team player and have a positive attitude towards problem solving issues
- Fluent in English (French or German would be considered as an advantage)
- Excellent organizational and interpersonal skills and able to work under tight deadlines
- Computer literacy is essential
- Willing to pursue for a relevant professional qualification (supported by Langham Hall)