

ACTUALIS IS LOOKING FOR :

LEGAL OFFICER (M/F)

FIXED TERM CONTRACT 18 Months

The logo for Actualis, featuring a stylized '@' symbol in a light purple color, with the word 'actualis' in a lowercase, sans-serif font to its right.

actualis

LEGAL OFFICER

Main duties:

- Manage the administration of a portfolio of real estate holding companies registered in Luxembourg;
- Handle requests and recommendations of the asset management and portfolio management teams or from the fund controllers
- Work closely with the finance team in Luxembourg in order to properly document financial transactions;
- Arrange, attend and take minutes of board meetings or shareholder meetings – draft written board or shareholder resolutions (usually in English language);
- Prepare basic legal and corporate documents such as intercompany loans, articles of incorporation and preparation of general correspondence for the assigned portfolio companies
- Liaise on a regular basis with all external advisors e.g. notaries, account banks and auditors;
- Maintenance of various records including shareholder registers, PECS or CPECS registers

LEGAL OFFICER

Profile required

- Fluent French and English (spoken and written);
- Good communication and interpersonal skills;
- Team player with a strong desire to deliver quality services to both internal and external clients;
- Highly organized and methodical;
- Able to work autonomously;
- Strong experience with Luxembourg holding companies;
- Minimum 2-3 years' experience in a similar role;
- Minimum of master degree in law

h.turquey@actualis.lu

+352 661 651 600