

CORPORATE OFFICER

2018 was another record year. Our accounting practice and our advisory solutions have convinced more and more clients. With Intuitu Partners, we want to carefully manage our business growth by hiring talented contributors. Because reciprocity is one of our core values, we take care of our employees: nice working environment close to the train station, familial atmosphere, generous financial conditions, flexible working arrangement, updated technologies, international mindset, culture of performance based on metrics, recognition and career plan.

Therefore, we are looking for a Corporate Officer with experience in the domiciliation, accounting and tax services.

YOUR MAIN ACTIVITIES

Are to serve our clients with superior administrative coordination, secretarial tasks and any usual corporate related matters.

YOUR RESPONSABILITIES

- Handling payment processes and various secretarial and administrative tasks for the company and its clients
- Handling KYC client files / AML procedure
- Corporate assistance for clients including legal aspects of Luxembourg Companies Law
- Serve as first point of contact for all office duties including: maintenance, mailing, supplies, equipment, bills, expense reports, etc
- General support to office related issues

YOUR PROFILE

- You have at least 1 year of experience in company administration and/or board governance
- You are reliable: focused on details, accurate, responsive, organized
- You know what client satisfaction means, i.e. client first, client excellence, client oriented
- You have excellent legal writing skills and a proven ability to handle confidential information with independence and highest discretion
- You are a proactive team player with the ability to work independently within tight deadlines and complete a set of tasks while managing multiple priorities
- You are fluent in English and French with excellent writing and communication skills; any other language is an asset

EXPERIENCE AND EDUCATION

- Superior education in law and administration (3 years minimum)
- Ideally, relevant experience in a similar position
- Proficiency in the use of MS Office tools (Excel in particular)

WE OFFER

Full-time, or part-time permanent contract

Training, competitive package with performance-based bonuses

Interested? This is your chance to apply now!

Please send us your application by email at info@intuitupartners.com or by post, which will be treated with the strictest confidentiality.