

Would you like to join a human-sized company, where personal and professional capabilities are recognized ?

Then join the **SG GROUP**, an independent firm of international corporate advisers, specializing, for over 35 years, in the provision of global services for individual and corporate clients, including domiciliation, management, local and international tax planning.

Due to further developments of our firm, we are looking for :

A CORPORATE OFFICER (M/F)

Your role

- Assist our team in the day-to-day administration of companies, for which we provide domiciliary, administrative and secretarial services, including handling incorporations and post-incorporation work. This role includes very diversified tasks such as :
- Preparation of incorporation deeds and relating documents
- Liaising with banks, law firms and the notaries' offices
- Preparation of the compliance documentation
- Handling the day-to-day correspondence of domiciled companies including the follow-up of documents
- Direct contacts with clients
- Preparing and holding general meetings and board meetings.

Your profile

- Formation : Minimum BAC +3 or equivalent with emphasis on corporate law or economics ;
- Fluency in **French, English and German** (written and spoken) are considered as a **MUST**, a good knowledge of a further language would be an advantage.
- Good knowledge of MS Office applications
- Be motivated, dynamic and pro-active with an ability to manage priorities and meet deadlines.
- Minimum 3 years of experience as a corporate officer in a Luxembourg trust company, bank or law firm with an international environment.

We offer

- A broad range of diversified assignments ;
- Working in an international environment;
- Employment contract for an undetermined period ,
- Level of salary linked to your work experience and capabilities ;
- Performance bonus ;
- Career development perspectives .

Please send your application letter and detailed CV by e-mail to Geneviève BLAUEN :

g.blauen@sgluxembourg.eu



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