



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

Then join us at **SG GROUP**, an independent and privately held firm of international corporate advisers, specializing, for over the last 35 years, in the provision of global services for individual and corporate clients, including domiciliation, management and tax advice.

In view of strengthening our team, we are currently looking for a

***CORPORATE OFFICER
(M/F) FULL TIME***

Your role:

Provide an in-depth dedicated service to our international clients.

This challenging and rewarding position will be based on an independent and pro-active management of a number of client companies.

It includes:

- A careful administration of the day-to-day queries but also an active follow-up and management of on-going client business (including closings)
- The preparation and organization of board and shareholders' meetings as well as of the relevant documents and minutes
- The monitoring of the accuracy and exhaustiveness of client files in cooperation with the accounting team
- The drafting, with the help/supervision of our legal and compliance departments, of agreements or of any other legal documents which may be required
- The follow-up and control of bank transactions including the KYC monitoring of the files
- i.e. in summary and with the interference of the other departments, an A to Z management of client companies



Your profile:

A motivated and dynamic individual who will have:

- A background in corporate law (min. BAC +3) with a sound knowledge of Luxembourg corporate law
- A basic knowledge of Luxembourg tax and accounting rules
- At least 7 years of experience in a similar position, ideally within a Luxembourg trust company operating in an international environment
- Fluency in German, English and French (written and spoken) is considered a MUST, a good knowledge of any additional language would be considered as an advantage
- Good knowledge of MS Office applications
- Good self-organization and keen attention to details
- Excellent client service skills: committed to anticipating client needs and ensuring client satisfaction using appropriate interpersonal skills and demonstrating confidence and professionalism
- Be motivated, dynamic and pro-active with an ability to manage priorities and meet deadlines

We offer:

- A broad range of diversified assignments
- Employment contract for an undetermined period
- Level of salary linked to your work experience and capabilities
- Periodic appraisals to reward your talent
- Performance bonus
- Career development perspectives
- Great work-life balance

Please send your application letter and detailed CV by e-mail to Mrs Kim SCHMIT:

k.schmit@sgluxembourg.eu



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