

TRUSTMOORE

Would you like want to have a challenging international career where your skills are of great contribution to clients?

Would you like to work at one of the finest financial services companies based in the vibrant and multicultural city of Luxembourg?

Would you like to work in a professional, hands-on, independent and informal environment?

Then you could be the
CLIENT DIRECTOR - LEGAL

we are looking for!

WHAT WILL YOU DO?

As Client Director Legal you are part of the Fund Services team working closely with Legal and Financial Account Managers and Fund Specialists in order to continuously exceed our clients' expectations. You advise and support in all compliance and legal matters of our fast-growing portfolio of client entities and will manage a team of Junior and Senior Legal Accounts Managers. The Client Director is expected to continuously develop both personally as well as professionally and deliver added value to all disciplines within Trustmoore and contribute to the further growth of our office.

Main responsibilities are:

- Keeping our client portfolio in good legal standing in accordance with applicable laws and regulations;
- Act as Client Relationship Manager by actively maintaining relationships with senior staff at client;
- Hold directorship mandates for both General Partners & SPV's;
- Arranging and participating in client, board and shareholders meetings to give legal guidance;
- Mentor, train, guide and motivate junior and senior legal account managers and act as sounding board;

- Represent Trustmoore at conferences and networking events and participate actively in business development activities;
- Coordinate and manage the onboarding of Funds and SPV's including the client acceptance process;
- Assisting with the legal structuring and formation of client's companies;
- Reviewing and processing (complex) legal and fund documentation (e.g., PPM, LPA, SLAs, service agreements, resolutions, etc.);
- Communication and coordination with clients, (tax) advisors, lawyers, banks, notaries and authorities;
- Oversee ongoing compliance reviews, as manage and coordinate operational processes such as closings, calls & distributions, investments;
- Perform miscellaneous finance and administrative tasks appropriate to the role and business requirements; and

WHERE WILL YOU BE WORKING?

Working at Trustmoore means working in a dynamic company with great colleagues and an international environment. At Trustmoore, we score as a team and our colleagues are on top of their game.

Trustmoore is a boutique-style corporate service provider with four lines of business: Fund Services, Structured Finance & Capital Markets Services, Multi-Family Office Services and Corporate Expansion Services.

You will be working in the rapidly expanding Funds Services Team, and we pride ourselves of working with well-known Law Firms, Notaries, Tax advisors, and Banks.

We want to excel in what we do, nothing more, nothing less. Word of mouth marketing is the best form of advertisement for us.

You will be working in one of the most beautiful areas of Luxembourg, in chic buildings within walking distance from the old town, the tram station and the train station. Our garden is ideal for barbecue gatherings and celebrations. Our office is easily accessible by both private and public transport.

You will receive a competitive salary, lunch vouchers, pension and international career opportunities in our other offices. You can also benefit and participate in:

- TM Academy with soft skills, knowledge and leadership development trainings;
- Regular sport events with your colleagues;
- Our annual ski trip;
- Interaction with more than 30 international colleagues in Luxembourg and more than 220 colleagues worldwide;
- Extensive lunches and fresh fruit provided by the office;

HOW DO YOU FIT IN THE TEAM?

As Client Director Legal you are specialized in all aspects of complex investment fund formation. You need to manage ad-hoc activities next to your daily work, while being comfortable with managing a team by actively sharing legal knowledge. In this position, you need to prioritize what is important, have a hands-on and independent work mentality and be able to deal with stress. A helicopter view is

required, you are proactive, know what you are capable of, possess good communication skills and not afraid of asking questions.

Other relevant qualifications for this profile:

- Master's degree in Company law or an equivalent;
- A minimum of 5-7 years relevant work experience;
- Previous experience with Luxembourg Fund structures is a must;
- Outstanding organizational and leadership abilities;
- Excellent interpersonal and communication skills;
- Self-motivated and aptitude in decision-making and problem-solving;
- Fluent in English (both orally and in writing);
- Able to work independently and as a part of a team; and
- Experienced in managing and coaching colleagues.

Do you recognize yourself in this profile? We can't wait to meet you!

If you have any questions about the position or about Trustmoore please contact Vincent van Pampus, by email Vincent.vanPampus@trustmoore.lu

ABOUT US

We make success possible. Success for our clients by providing high-quality services, however also success for our colleagues by providing you with personal and professional growth opportunities to help you reach your full potential. Just as we help our clients reach their goals.

The foundation of our success is delivering true value through long term relations. That applies to our clients and colleagues. We are in it for the long run, that creates value for us and for you. This results in a very personal and informal company culture with a healthy work-life balance.

We are proud of that and we call it being professional in a non-corporate way.

DO YOU WANT TO LEARN MORE ABOUT US?

Check our website <https://www.trustmoore.com/careers/>

By sending in your personal details for this job application, you give your consent that those details will be saved in our database for application purposes. After the termination of your application procedure, we will delete your details from our database. Obviously, we will treat your details with care, with confidentiality and we will not share those with third parties.

