

# JUNIOR PORTFOLIO ANALYST (M/F/D)

## (REAL ASSETS – REAL ESTATE/PRIVATE EQUITY/DEBT FUNDS)

pancura is an independent, Luxembourg based, privately owned AIFM which offers the opportunity to join a team of experts in the alternative investment fund business with a strong focus on Real Estate, Private Equity, Infrastructure, Debt and Fund of Funds. All team members bring along many years of experience gained from the major players in the market, e.g. Investment Managers, Big Four, Fund Administrators and other service providers.

### YOUR RESPONSIBILITIES

- ✔ Review of investment proposals and organisation and preparation of AIFM Investment Committees
- ✔ Portfolio Management of business operations of Alternative Investment Funds ("AIF") from the incorporation through ongoing investment transactions, subscriptions, redemptions and distributions until the liquidation of the AIF
- ✔ Financial and liquidity management of the AIFs (capital call, financing and distribution process)
- ✔ Ensuring that AIFs are investing in compliance with the AIFs legal documentation (PPM, LPA)
- ✔ Coordination and communication with Investment Advisors, delegated Portfolio Managers, Depositary Banks, Auditors and the Central Administrator
- ✔ Provide regular updates and reports to the Conducting Officer Portfolio Management

### YOUR PROFILE

- ✔ Bachelor/Master degree in Business Administration/ Economics (real estate studies is an asset)
- ✔ Strong team player and organizational skills with ability to prioritize
- ✔ Independent and reliable way of working
- ✔ High verbal and written communication skills in German and English; French would be an asset
- ✔ Advanced knowledge of MS Office and general good understanding of IT infrastructure

### OUR SERVICES FOR YOU

- ✔ Unlimited employment contract with flexible working hours/good work life balance
- ✔ Competitive salary package
- ✔ Annual leave above legal minimum
- ✔ Space for individual responsibility and initiative
- ✔ Regular, individually tailored opportunities for continuing professional development
- ✔ Diverse working environment in a central location
- ✔ Friendly and dynamic team with flat hierarchies and a family-like atmosphere
- ✔ Attractive social benefits
- ✔ Variety of team events
- ✔ Lunch vouchers

### OUR NETWORK

