



## Intern – Legal & Compliance

### Who We Are

Revantage is a Corporate Services affiliate of The Blackstone Group, the world's largest alternative investment firm. In Pursuit of Better, we deliver exceptional customer experiences to Blackstone and its portfolio companies that enable them to thrive. Revantage provides a highly skilled employee base and state-of-the-art technology to further our key focus on providing best in class Corporate Services to multiple Blackstone real estate portfolio companies. Sectors include Hospitality, Industrial, Multi-Family, Office, Retail, Senior Housing, and Manufactured Homes.

Revantage Europe, headquartered in Luxembourg, is one of three global offices that includes Revantage Asia and Revantage North America.

### What We Value - Our Culture

Creating a culture that inspires change and momentum requires the right team. We know what it takes to lead an industry, and are looking for leaders who seek constant growth, want to excel, and continuously improve upon themselves and the industry. The culture at Revantage is built on our shared core values and commitment to be:

- Achievers – We expect high standards for ourselves and enable the success of our teams.
- Enthusiasts - We face challenges with optimism and believe anything is possible.
- Leaders - We commit to continuously improve our performance.
- Learners – We learn from our challenges, successes and the diversity of our people.
- Partners - We deliver value and positive impact to our partners.

### Why This Role Is Valuable

Your role is to support to L&C team with various administrative duties.

### Reporting to : Senior Associate or AVP, Legal & Compliance

- Assist in the review of legal and corporate data across different platforms and sources;
- Assist in the implementation of data governance practices and monitoring such implementation;
- Assist in the tracking and correction of data;
- Assist with collecting, reviewing and storing legal and corporate documents, and overseeing their upload and categorisation on the company database and drives;
- Support the Legal & Compliance team in completing the Project milestones.

### What You Bring To The Role

- Total proficiency with MS Office standard applications;
- Experience dealing with databases and review of data;
- Ability to work independently as well as demonstrate team spirit;
- Able to take direction and ask questions;
- Strong organizational skills;
- Eye for detail;
- Resourcefulness;
- Excellent communication skills;
- Fluent English, any other language will be an advantage.



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### Perks for You

- 30 days holidays & Work from home days;
- Flexible working time;
- Meal vouchers;
- Conciergerie and Tailor Services;
- Business Casual dress code.

### DIVERSITY MAKES US SMARTER

With an exceptionally high number of nationalities and spoken languages we're committed to building a diverse and inclusive environment for everyone — diversity and inclusion is the DNA of Revantage Europe. With an average of 3 languages fluently spoken per employee, this unique blend is a real competitive advantage that helps us support Blackstone Real Estate across the European jurisdictions. Thanks to our diversity, we are flexible and able to adapt our response to the challenges we face.

Revantage Europe takes the protection of your personal data very seriously and undertakes to process it in accordance with the European General Data Protection Regulation 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data.

For your complete information please refer to our [HR Privacy Policy](#).

For any question regarding the processing of your personal data, please contact us at: [LU\\_GDPR@revantage.eu](mailto:LU_GDPR@revantage.eu).