

CORPORATE SERVICES TRAINEE

Join our Corporate Services dynamic and international team in Luxembourg as a Corporate Services Trainee. As part of a dedicated expert team, you will be responsible for the delivery of Alter Domus' world-class suite of integrated solutions to a portfolio of clients.

OUR OFFER:

- Several internship opportunities of at least 4 months in duration with the possibility of recruitment for a full-time position upon completion of the internship
- Customized training within a young, dynamic, international corporate atmosphere
- Financial compensation as well as meal vouchers during the internship

YOUR FUTURE RESPONSIBILITIES

As a Trainee with Alter Domus, you will be responsible for a portfolio of clients and will work as part of a team to achieve and meet their needs. Specific responsibilities include the following:

- Assisting clients in implementation and administration of Luxembourg holding companies, financing and intellectual property companies, and real estate companies;
- Handling the day-to-day operations of companies and responding to clients' requests;
- Keeping company books and preparing periodic reports;
- Preparing statutory financial statements and maintaining contact with auditors when applicable;
- Preparing corporate and VAT returns and maintaining relevant contact with the Luxembourg tax authorities and tax advisers;
- Taking part in developing restructuring plans or other transactions in compliance with recommendations of the local regulatory body, including spin – offs, mergers and acquisitions;
- Assisting with the organization of board meetings and shareholders meetings.

YOUR PROFILE

What we'll look for on your CV:

- Strong academic background;
- You are pursuing final year of University degree, preferably in Accounting & Finance;
- You are fluent in English (knowledge of French and/or German will be considered as an asset);
- You are looking for an End-of-Studies Internship;
- Your institution is able to provide an Internship Agreement for the whole duration of your traineeship.

What will make you stand out in a crowd:

- You have good communication skills and a strong team spirit;
- You are independent, pro-active, detail-oriented and goal-driven;
- You are able to meet tight deadlines;
- You demonstrate problem solving, analytical and prioritisation skills.

WHAT WE DO

Many leading international asset managers, lenders and asset owners choose Alter Domus as their partner for growth.

Solely dedicated to alternative strategies, we offer fund administration, corporate services, depositary services, transfer pricing, domiciliation, management company services, loan administration, agency services, trade settlement and CLO manager services.

ALTERNATIVE CAREERS IN FINANCE

We offer multiple learning and career development opportunities to our network of 3,000 employees across more than 40 offices and desks. Thanks to them we are ahead of the game.



HOW TO APPLY

Please apply to the below offer with your cover letter and updated CV:

[Corporate Services Trainee Luxembourg \(alterdomus.com\)](https://alterdomus.com)

Our recruiting process, like your entire career, is considered a shared responsibility. During interviews you will have the possibility to discover the company and your future colleagues. We will seize the opportunity to get to know you better.