

## Job Description

Job title:	Senior Corporate Officer
Department:	Corporate Services (“PSF”)
Reporting to:	Associate Director, PSF
Location:	Luxembourg

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## The Role

### Job Purpose

To provide professional and first class administration services to a portfolio of complex clients in line with the defined business activities. To maintain and develop relationships with team clients and to promote the positive image of Crestbridge through the professional application of services and knowledge. All tasks to be carried out efficiently and effectively, in accordance with Crestbridge’s procedures.

The Senior Corporate Officer will interact with the Management and Directors as well as other teams within other group entities where relevant (e.g. in case of common clients).

### Key Result Areas

- Provide excellent levels of client service in line with Crestbridge standards, procedures and guidelines
- Maintain and update client documentation accurately
- Maintain an accurate and high standard of client reporting records
- Take responsibility for own personal development, in line with agreed annual performance objectives
- To act at all times in accordance with Crestbridge values

### Primary Contacts

- Associate Director
- Corporate Services team
- All directors
- Legal & Compliance Officer
- Management team
- Intermediaries
- Team clients
- External auditors for own and team clients

## Requirements

<b>Qualifications</b>	<ul style="list-style-type: none"><li>* University degree in Law or similar professional qualification</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>* Experience of developing and coaching others</li><li>* Adequate professional experience as legal officer, paralegal, company secretary</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>* Comprehensive knowledge and understanding of the Luxembourg Company Law and companies regulatory requirements; i.e. RCS filing, Apostilla formalities etc.</li><li>* Good knowledge and understanding of AML and KYC requirements</li><li>* Ability to review and/or prepare comprehensive board minutes</li><li>* Working knowledge of Microsoft Office</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>* Proficiency in English language, both written and spoken</li><li>* Good working knowledge of French language</li><li>+ Other language skills</li><li>* Persuading and influencing</li><li>* Decision making with conflicting and demanding deadlines</li><li>* Ability to communicate effectively on matters at Board level</li><li>+ Ability to oversee internal projects</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>* Integrity</li><li>* Adaptable and versatile</li><li>* Discrete and tactful</li><li>* Emotional resilience</li><li>* 'Can do' attitude combined with the ability to work independently</li><li>* Role model demonstrating appropriate office conduct and attitude to work</li></ul>
<b>Motivation</b>	<ul style="list-style-type: none"><li>* Strong commitment to client service excellence</li><li>* Proactive and disciplined approach to work</li><li>* Progressive and takes responsibility for self-development and that of others</li><li>* Results driven</li></ul>



## Key Responsibilities

Your role may include, but will not be limited to, the following tasks which we call 'Defined Business Activities'. The list of defined business activities is not exhaustive and may be amended from time to time:

### Main responsibilities

- Act as a single point of contact for corporate services of the PSF existing clients, new business and prospects;
- Coordinate the preparation of the board meetings and other statutory meetings for the PSF and its clients;
- Take and draft minutes of board and other meetings, draft other legal documents as required; e.g. board unanimous circular resolutions, sole shareholders resolutions, for the approval and signature of the relevant directors/managers;
- Assist the PSF clients in the execution by Crestbridge appointed board members of various types of agreements, including financing agreements;
- Assist the PSF clients with the incorporation of various legal types of companies and partnerships;
- Maintain and regularly monitor the PSF compliance framework and carry out relevant KYC/AML checks in accordance with the regulatory requirements and to Crestbridge Group standards;
- Draft and maintain relevant procedures and processes up to date;
- Liaise and coordinate with relevant counterparties for the opening of bank accounts for new companies;
- Liaise and coordinate with notaries, Luxembourg administrations and legal counsels;
- Liaise and coordinate with internal and external auditors, accountants;
- Ensure that all statutory filing, records and files of the PSF and its clients' companies are up to date and accurate;
- Assist with the training of junior Staff and/or Trainees, when required;
- Apply as required the escalation procedure to Management and/or the Compliance Officer as applicable.

### Other responsibilities

- From time to time, support the Associate Director with other tasks and activities, relative to their responsibilities and in accordance with the employee's competencies;
- Ensure adequate cover of tasks is maintained within the Corporate Team and in accordance with the employee's capabilities and capacity.

