

We are an authorised Alternative Investment Fund Manager specialised in building, operating and distributing Alternative Investment Funds (AIF). Based in Luxembourg, we provide independent fund management services for institutional investors, asset managers, and banks.

We are now looking to recruit a

Client Service Manager – AIF

Full-time position / 80% part-time position possible

Job description:

As member of our Client Service team, you will be serving a number of dedicated alternative investment fund mandates. Whilst acting as contact for initiators, investors and service providers, such as investment managers, administrators and depositaries, you will be ensuring customer satisfaction and the further development of the client relationship. Your activities will include the following main activities:

- Acting as point of contact for inquiries related to the daily business concerning dedicated fund mandates
- Coordination of inquiries with involved internal departments (Fund Operations, Risk Management, Reporting, Compliance, Legal)
- Supporting the onboarding of new fund structures
- Assisting internal control functions in the performance of their oversight
- Coordinating the preparation of required documentation and attending fund board meetings
- Participating in internal projects
- Maintaining a good relationship with all our clients and service partners

Your profile:

- Have 3-5 years of relevant experience in the investment fund industry
- Ideally hold a university degree, preferably in economics, legal, or finance
- Knowledge of alternative investment funds would be an advantage
- Strong customer orientation, solution-orientation and proactivity
- Good organisational and communication skills, with an ability to work independently
- Excellent team spirit, availability and flexibility
- Good command of common Microsoft Office products (Word, Excel, PowerPoint, Outlook)
- Very good command of English; knowledge of German is a clear advantage

If you are looking to take a next step in your professional career, please send your resume to recruiting@bkncapital.lu.