

Private Equity Business-Product & Account Development department - Junior Associate (m/f)

Our client has committed significant resources to serving the audit, tax and transaction needs of Private Equity firms over the last 20 years. They offer the right combination of deep Private Equity industry knowledge, highly specialized staff and technical and project management skills. Their unique market positioning in servicing Private Equity is reflected by their market share in audit of funds services, for instance, where they serve approximately 50% of Private Equity International's top 15 US Private Equity firms.

Responsibilities

- Assist the PE Business Development and Product & Account Development team.
- Draft new and monitor outstanding proposals, manage client relationship in a timely manner, assist in the creation of new templates as required in order to actively support the development of new client acquisition and strengthen the relations with Private Equity practitioners and service providers in Luxembourg and abroad.
- Support PE Business and Product & Account Development internally by preparing and coordinating sales and account development initiatives.
- Actively contribute to the client's market leadership-related activities.
- Be connected and liaise with the client's worldwide Private Equity Group.
- Report directly to and work closely with the Associate Directors responsible for PE Business Development and PE Product & Account Development.
- Fully dedicated to the Private Equity practice.

Qualifications and skills

- First experience in the fund industry with proven track record.
- Exposure to the Private Equity industry (such as through the work at a Big 4, Fund Administrator, Bank, Law Firm or PE House) and knowledge of the Luxembourg market are key advantages.
- Excellent oral and written communication skills.
- Very good knowledge of excel and power point.
- Strong academic qualification in Business Administration. Particular background in Finance/Audit is a key advantage.
- Highly motivated in taking an active part in the 'entrepreneurial' context of a dynamic and growing Private Equity practice requiring flexibility, ability to work independently as well as in team, high degree of reliability and responsiveness.
- Attached to continuous learning and committed to career development.
- Full proficiency in English. French, German and any other language is a key advantage.

Offer

- Unique career path in a very challenging context.
- Learn from some of the financial center's top experts in Private Equity.
- Get access to one of the most attractive industries.
- Very competitive salary and benefits package.
- **To top performers, our client offers a career path that people tell us is one of the most exiting currently on the Luxembourg market**