

ALLEGRO S.à r.l. is a third party management company providing AIFM and fund administration services to AIF, RAIF, non-AIF and UCITS funds. Our clients are large-scale institutional investors, international fund promoters and investment managers. As at 30 June 2018, our assets under management amount to ca. EUR 8.2 billion.

ALLEGRO is currently in the process of joining forces with Estera, a market-leading, global provider of fund, corporate and trust administration & fiduciary services to a blue-chip clientele. Estera has more than 550 highly qualified professionals servicing over 12,000 entities for more than 6,000 clients from 11 offices around the world.

In view of further developing our activities, we aim to reinforce our “Client & Portfolio Services” team by recruiting a dynamic

Manager Client and Portfolio Services

Job description:

- Comprehensively providing client and portfolio management services for a number of dedicated fund mandates in the alternative sector (Private Equity / Real Estate / Infrastructure / Debt / Fund of Funds), ensuring customer satisfaction and development of the client relationship. This includes:
 - Assuming the lead contact for such clients and key service providers (e.g. investment advisors, depositaries)
 - Ensuring competent and timely execution of portfolio transactions (including ex-ante and ex-post compliance checks), the preparation and sign-off on relevant documents for ALLEGRO's board and/or the client
 - Active involvement in the fund set-up phase, including the drafting and reviewing of relevant agreements and operating memoranda for each mandate
- Regular reporting and preparation of relevant documents for ALLEGRO's monthly board meetings
- Active involvement in ALLEGRO's business development activities, including participation at industry events as well as the sourcing and engaging with prospect clients
- Participation in project work, aimed at the continued improvement of ALLEGRO's service delivery and efficiency (automation, standardization) as well as latest regulatory developments

Profile description:

- University degree in economics or law
- 5 years of practical experience with AIFs
- Experience and ability to communicate well with clients in a high-profile environment
- Excellent organizational skills
- Fluency in English and German

Our offer:

- The opportunity to work in a dynamic sector, on interesting transactions and in direct contact with large-scale institutional investors
- A professional environment which allows you to further develop your skills
- A competitive compensation package

If you are interested in this position, please send your detailed application to:

ALLEGRO S.à r.l.

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