

ALLEGRO S.à r.l. is a third party management company founded in 2008, providing AIFM and fund administration services to AIF, RAIF, non-AIF and UCITS funds. We manage both direct and fund of funds investments in private equity, real estate, infrastructure and debt. AuM amounted to ca. € 9.3 billion as per 30 June 2020.

ALLEGRO is now part of Ocorian, a global leader in corporate and fiduciary services, fund administration and capital markets. Ocorian manages over 17,000 structures on behalf of 8,000 clients including financial institutions, large-scale international organisations and high-net-worth individuals. With assets under administration of US \$260bn, the group employs 1,250 professionals across 20 offices in the world's major financial hubs.

In view of the development of our activities, we aim to recruit a

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 of and engaging with prospect clients
- Participation in project work, aimed at the continued improvement of ALLEGRO's service delivery and efficiency (automation, standardisation) as well as compliance with the 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 with highly skilled and experienced team members, 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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E-mail: hr@allegrofund.com