

MDO Management Company is a UCITS management company and an Alternative Investment Fund Manager with offices in Luxembourg and Dublin. MDO Management Company services over 70 clients from around the globe and acts as management company of over 50 investment vehicles with assets under management exceeding EUR 25 billion.

In this context of growth, MDO Management Company is currently recruiting a:

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| Trainee |
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Your main duties and responsibilities will consist of providing support in:

- Daily tasks of the Client Services team.
- Production of management reports for UCITS and AIFs funds;
- Reporting in excel (regulatory, management reporting, logs) related to UCITS and AIFs funds);
- Log of Operations Incident;
- Log of Investment breaches;
- Log of NAV errors;
- Follow up of client issues internally (e.g. incidents);
- Procedure write-up;
- Administrative tasks (e.g. clean-up of lists in MDO system - SharePoint, preparation of packs for due diligences on MDO, ...);

Your Profile:

- You hold a Master of Science in Banking and Finance or in Business Administration;
- You have a very good command of French and English; German is an asset;
- You have a very good excel knowledge.

Our offer:

- A young and multicultural environment
- A growing and well established company in Luxembourg;
- An attractive remuneration package;

If you are interested in joining us, please send your motivation letter and your curriculum vitae by e-mail to HR@mdo-manco.com.

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