

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 26 billion.

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

Project Manager

Job Purpose:

As a project manager with a main focus on the on-boarding of new clients and service providers, you will manage the different phases of the on-boarding process. You will be responsible for planning, coordinating, documenting and on-boarding new clients within defined timeframes, scope and budget. Depending on business needs, you may also lead company-wide projects. Leveraging on internal and external expertise, you will work closely with various departments, clients and external providers.

Your main duties and responsibilities:

- Set project timelines;
- Create and maintain comprehensive project documentation;
- Monitor status of project deliverables;
- Update participants on progress and coordinate between stakeholders;
- Identify potential issues and propose solutions;
- Manage the relationship between clients and stakeholders;
- Establish and maintain relationships with third parties/vendors;
- Perform other related duties as assigned.

Your profile:

- University degree in business administration or finance;
- Qualification and/or experience in project management (PMP, PRINCE2);
- A minimum of 4-5 years of experience of the fund industry, both UCITS and AIF;
- Strong communication and organisational skills;
- Critical thinking and problem solving skills;
- Proven experience in people and change management;
- A high level of English is mandatory with any other European language an advantage.

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Our Offer

Within a growing company, we offer competitive remuneration and training adapted to your needs throughout your career. Working at MDO means joining a friendly, dynamic and multicultural team of 60 people, within a flexible working schedule environment where work/life balance counts.

Interested? This is your chance to apply now! Please send us your application, which will be treated with the strictest confidentiality.

E-mail to HR@mdo-manco.com.

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