

The Directors' Office is Luxembourg's leading practice of around 20 independent directors who act as Independent Directors of a diverse range of Luxembourg domiciled investment (UCITS) and management companies, alternative investment funds (AIFs) or companies and so-called Special Purpose Vehicles.

The Directors' Office was founded in 2003 by a small group of professionals with a view to combining their resources and logistics, as well as to share knowledge and experience in the interests of their existing and prospective clients.

The Directors' Office is part of the MDO group of companies, with two affiliates, namely **MDO Management Company** and **MDO Services**.

In this context, **The Directors' Office** is looking for an

Executive Personal Assistant (possibility of part-time 80%)

Job Purpose:

As an Executive Personal Assistant to a practice of independent directors, your main duties and responsibilities will be to:

- Provide personalised secretarial and individual administrative support;
- Manage personal agendas;
- Arrange conference and video calls;
- Arrange international travel and external meetings;
- Be the first point of contact to a wide range of clients, both internal and external;
- Handle confidential and sensitive queries;
- Support client facing activities;
- Organise signature of circular resolutions and other documents;
- Ensure proper filing of important corporate documentation (electronic and physical filing);
- Take minutes of the Partners' practice meetings;
- Prepare letters and PowerPoint presentations;
- Perform various secretarial tasks as required.

The Directors' Office S.A.

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Your Profile:

- You are a university graduate with at least 2 years of experience as an administrative assistant, para-legal support, or in a corporate services role.
- You are IT literate with a very good command of Excel (+ Word, PowerPoint, Outlook);
- You are customer focused with excellent interpersonal skills and a professional approach at all times. You are results oriented with a 'can do' attitude;
- You must be highly organised, able to work autonomously, with excellent time management skills able to multitask and to prioritise effectively;
- You are discreet and able to handle confidential information;
- You have excellent verbal and written communications skills in both English and French.

Our offer:

Within a growing company, we offer competitive remuneration and training adapted to your needs. Working at the MDO group of companies means joining a friendly, dynamic and multicultural team of over 60 employees and nearly 20 Independent Partners, 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.

hr@mdo-manco.com.

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