

Legal & Compliance Internship

Job Description:

- Internship with the university. A voluntary internship (out of the university cursus) is also feasible beforehand or *a posteriori*;
- Fields : Legal and Compliance;
- Start date : To be determined;
- End date: To be determined with the university according to the University's calendar;
- Length : Minimum 6 months;
- Location : Luxembourg;
- Remuneration : 1800 € gross/month for a full time equivalent.

Tasks assigned (under the permanent direction and supervision of the Head of Mantra Management in Luxembourg):

- Assist the Senior Management in the conduct of the business of the Company;
- Assist the various Senior Managers in performing their functions (Compliance, Risk management...);
- Conduct researches/analysis and draft legal opinions or other *memorandum* on various topics (DORA, GDPR, MIFID II, SFDR and Taxonomy regulation...);
- Organization and filing of corporate papers and virtual files relating to various Luxembourgish companies, in particular open-ended companies with variable capital (SICAVs);
- Works of "para-legal" nature such as:
 - Formatting, review, preparation and follow up of the signing of any type of agreements (fund distribution contracts, confidentiality agreements and others...);
 - Assistance in the company corporate life: help in the preparation, drafting and editing of Directors Board minutes, general meetings of shareholders and other procedures to be accomplished with the public authorities;
 - formatting and editing of the SICAVs documentation.

Your Profile:

- You are currently pursuing a Master 2 degree on legal-finance/bank;
- Fluent in English, other languages will be an asset;
- You are keen to work in an international company;
- Curious with critical mind;
- Team-work spirit but also ability to work autonomously.

Any student who wishes to apply must send a motivation letter and a CV via email to elodie.charlot@mantrainvest.com and lionel.fantauzzo@mantrainvest.com