

# **PERFORMANCE CONSULTANT SA**

Conseil en ressources humaines

## **Legal Officer H/F**

### **Our client:**

Our Client is an independent, specialist asset management company providing innovative, tailored solutions for investors worldwide

### **Role & Responsibilities:**

- Assist the Head of Legal in drafting contracts (including, investment management and advisory agreements) and reviewing any other legal documents (non-disclosure agreements, side-letters, etc.).
- Participate in setting up the group funds working with outside service providers (custodian bank, lawyers, administrators).
- In collaboration with the Head of Legal, oversee the legal lifespan of the investment funds (prospectus update, AGM), and relations with the FINMA as well as the supervisory authorities of other group entities.
- In cooperation with the Head of Legal, Legal/Regulatory watch related to the Group' activities.
- Act as a back-up for the Head of Legal

### **Profile:**

- University degree in Law.
- At least 5 years' experience in a legal function, within a bank, an asset management company or a law office.
- Good knowledge of the regulatory environment regarding funds and financial markets in Switzerland and Europe.
- Good knowledge of financial instruments and of the operations of a fund management company or a bank a plus.
- Able to work in a team and independently.
- Produce precise, organised and accurate work.
- Highly motivated and enjoy challenges.
- Excellent interpersonal and communication skills.
- Strong sense of values and ethics.

**Contract type: Temporary assignment for opening of a permanent role**

**Rate of activity: 100%**

**Starting date: Immediately, or as convenient.**

**We guarantee you to handle your application in total confidentiality**

Consultant responsable du mandat : Mouhssine Moudrik

Ref : MM1697345585