



Internship Client Relationship Management at Arendt Services – Luxembourg

Arendt Services, which is part of Arendt & Medernach, largest law firm in Luxembourg, is regulated by the Luxembourg supervisory authority (CSSF – *Commission de Surveillance du Secteur Financier*) and operates under the status of Professional of Financial Sector (“PSF”). Arendt Services offers a wide range of services, such as domiciliation, corporate secretarial and accounting services, directorship of companies, tax-compliance services and assistance in the winding-up of companies.

As a result of the continuous increase of our activities, we are offering for **Luxembourg** an:

Internship Client Relationship Management (m/f)

As a trainee in our company, you will have the opportunity to join the CRM Team. This exciting opportunity will enable and equip you with the knowledge and insight required to lay a strong foundation for your future career. Some of the responsibilities during your internship will include:

- Bringing day to day support to the team in charge Client Relationship Management
- Taking part in the daily coordination with our future clients
- Encoding and updating the database
- Reviewing and updating processes
- Taking part in the collection of KYC information required by our Compliance team
- Reporting on the needs and demands of clients.

In order to support your professional development, you will be coached/ trained by experienced team members throughout your internship and you will benefit from their expertise.

Your profile

- You have obtained or are currently registered for a Bachelor/Master degree in Law, Finance, Economy
- You are interested in an internship (2-3 months) to complement your education
- You are multilingual with a good command of French and English (both written and spoken)
- You would like to gain international experience in a dynamic and multicultural environment.
- You are very well organized and rigorous
- You are dynamic and proactive.

Interested?

If you recognize yourself in this description and you are interested in joining us, we are looking forward to receiving your application (including at least cover letter and resume).

hr@arendt.com

More information at: <https://ofertas-de-trabajo.monster.es/internship-client-relationship-management-luxembourg-luxembourg-lu-arendt-services/205547018>