



Join us!



The INVL Asset Management is seeking:

Head of Product Administration in Private Equity Unit in Vilnius

Future job:

- Administration of portfolio of alternative investment funds;
- Leading and participation in a launch of new alternative investment funds;
- Coordination of relationship between internal (e. g. sales, finance) and external (e. g. supervisory institution, depository) stakeholders as well as top management;
- Preparation of various external and internal documents related to activities of alternative investment funds (including fund rules, prospectuses mandatory notices and etc.);
- Ensuring compliance with the applicable legislation for publicly traded companies;
- Other organizational and administrative tasks.



We expect:

- University degree (law, economics or other similar fields an advantage);
- Experience in a regulated business (experience in the financial sector – an advantage);
- Quick orientation and ability to work in a dynamic environment;
- The ability to make decisions. To collect, analyze and systematize information, to express thoughts in writing;
- Initiative, creativity, desire to achieve the best results and high personal responsibility;
- Very good knowledge of English (written and oral).

We offer:

- A career at a leading asset management firm in Lithuania;
- Opportunities for growth working alongside many of the region's top investment professionals;
- Opportunities for continuous learning;
- Competitive remuneration (starting at EUR 3300 per month (gross) depending on experience and skills), significant bonus opportunities tied to results delivered.



Interested? Send us your CV via email cv@invl.com by the deadline of 19 July 2022.
Only selected candidates will be notified.

Personal data within the recruitment process will be used for the assessment of Your application. You can find more details of the Data Protection under following link: <https://bit.ly/3mV9HA1>