



Join us!

INVL Asset Management is seeking: **Product Administration Manager in Private Equity Unit in Vilnius**

Future job:

- Administration of the alternative investment funds (AIFs);
- Leading and participation in launching new AIFs;
- Assistance in creating, optimising and improving business processes within the management company, review and drafting of the respective rules, policies, processes and procedures in connection therewith;
- Interaction with internal (e. g., sales, finance, compliance, etc.) and external (e. g., supervisory institution, depository, etc.) stakeholders;
- Drafting of various external and internal documents related to activities of the AIFs (including fund rules, prospectuses, mandatory notices, etc.);
- Preparation of legal and other documents of the AIFs, portfolio companies, management company and any other entities within the company group;
- Ensuring compliance with legal requirements applicable to the management company and AIFs under management;
- Other organizational, technical and administrative tasks.

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;
- Opportunity to contribute to the improvement of quality of company's products and services as well as efficiency of the team;
- Opportunities for continuous learning;
- Competitive remuneration, which is at least EUR 3,400-4,000 gross subject to experience and competence, significant bonus opportunities tied to results delivered.

We expect that you:

- Have university degree (law, economics or other similar fields is an advantage);
- Have experience in regulated business/sector (experience in the financial sector is an advantage);
- Have a quick orientation and ability to work in a dynamic environment;
- Can analyse and systematize information, express yourself both in writing and in oral;
- Are proactive, creative, have desire to achieve the best results as well as high personal responsibility;
- Are helpful and eager to support team colleagues in professional team works and projects;
- Have a keen eye for details;
- Have proficiency in MS Office (MS Word and MS PowerPoint, in particular) and a very good knowledge of English (written and oral).



Interested? Send us your CV via email cv@invl.com by the deadline of 27 March 2023.
Only selected candidates will be notified.

UAB INVL Asset Management
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>