

Job description – PE fund manager

1. About Tus-Holdings and Tus-S&T Service Group

Tus Science & Technology Service Group (Tus S& T) was formed jointly by Tus-Holdings with Tsinghua Holdings, CCB International, ICBC International and CITIC Trust etc. Tus-Holdings was originated from the former Tsinghua University Science Park (TusPark), the largest University Park in the world. Tus-S&T has a total asset over US\$6 billion. It is the controlling shareholder or shareholder of a number listed public companies and more than 300 private companies. It has invested and operates over 80 incubators/accelerators hosting more than 5000 start-ups in China and overseas to promote innovation. Tus S&T inherits the capability of a full supply-chain incubation established by Tus- Holdings with the model of “incubation + investment + M&As”. TUS-S&T has demonstrated return-focused fund management capabilities with currently more than 15 venture and PE funds. www.tusholdings.com

Tus S&T chooses Luxembourg as a hub to advance our international outreach and network so to best serve high-growth technology companies in both China and Europe. Tus-S&T expands its European team to support strategic investment and corporate transactions through our PE funds. We are currently looking for a fund manager/officer to support our funds and investment plans in Europe.

2. Tasks & Responsibilities

The PE fund manager/officer will support our fund management and communications under overall guidance of the managing director in Luxembourg. As the PE fund manager, he/she will:

- Research on AIF related regulatory/legal, capital environment in Luxembourg/EU;
- Act as a focal point of our fund administration;
- Assist and work closely with engaged law firm and other service providers/third parties to set-up our new funds in Luxembourg/EU;
- Assist in the due diligence of the fund investors;
- Work with law firm on the terms of the subscription agreement and potential side-letters arrangements etc. requested by the investors;
- Participate in daily fund management and coordination with delegated AIFM, our portfolio management team or investment advisor who are in charge of risk management and portfolio management;
- Advices on risk control about decision making, operation of the investment fund;
- Coordinate with portfolio management team, depositary bank and transfer agency etc. on transaction related work;
- Coordinate external fund auditor, tax advisor and accounting firm on audit, tax and financial reporting etc. to Luxembourg authorities, GP and fund investors;
- Organize physical board meeting of directors in Luxembourg for transactions to demonstrate the Fund executed in Luxembourg;
- Maintain regular communications and reporting to investors;
- Draft documentation such as proposals, teaser, memorandum, management presentation related to the funds;

- Support business planning of the managing director of Tus-S&T in Luxembourg related to fund operations;
- Perform other tasks and responsibilities assigned by the managing director of Tus-S&T based in Luxembourg.

3. Key qualifications:

- Master degree in law, economics, or corporate finance etc. MBA degree is a strong asset;
- 5 years of experience, within AIFM, a large consultancy firm or investment bank. Experience in fund services and regulatory or finance acquired from a Big 4 will be a good reference;
- Professional records demonstrated on alternative asset classes in regulated (SICAR and SIFs) and unregulated (RAIF, SCS, SCSp, etc.) forms;
- Experiences in the organization of funds, operating models, governance aspects, due diligence procedures etc.;
- Experiences in Chinese fund management with good understanding of the Chinese business culture is also a good reference;
- Fluency in English, orally and in writing, is a must and other languages such as French/German, are an asset. Language skill in Chinese is a plus to support our communications with contacts in China;
- With capacity of social and communication in multi-culture environment; be able to work under pressure and participate in team work;
- Able to use most of the Microsoft Office package for daily work and proved skills in independently preparing high-quality PPT presentations;
- EU residents with employment permission in EU countries are preferred.

4. Our Offer

Our investment to help you become a successful fund management professional and high growth possibilities. We offer you an interesting salary package including complementary benefits and scheme.

Seniority Level: Manager level

Job functions: Fund and investment management

Employment Type: Full-time

Employment location: Luxembourg

Our Contact:

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