

Portfolio Intern (f/m/d) – 6-month internship in Luxembourg

YOUR MISSION

We are looking for a motivated Intern (f/m/d) to join our dynamic Portfolio team in Luxembourg for a period of 6 months. This internship offers an excellent opportunity to gain hands-on experience in the monitoring and management of alternative investment funds, working within an international PE environment.

What you do

- Support the Portfolio Oversight team in day-to-day monitoring activities for the AIFM's funds, ensuring compliance with investment guidelines and regulatory requirements
- Help coordinate with delegated portfolio managers, fund administrators, depositaries, and other service providers to facilitate smooth operations and accurate reporting to be added: coordinate all the handovers from the previous AIFM and the collection of the KYC documents
- Contribute to the preparation of portfolio dashboards, internal reports, and regulatory filings
- Participate in ad hoc projects, such as process improvements, reporting enhancements, and data analysis initiatives
- Work flexibly (on-site and remote) in a collaborative and multicultural environment in the center of Luxembourg

YOUR PROFILE

- You are currently pursuing studies in finance, economics, business administration, or a related field, with a strong interest in alternative investments and fund management
- You have an analytical mindset, strong attention to detail, and work accurately and responsibly
- You can execute tasks independently while respecting deadlines
- You have good MS Office skills (especially Excel) and an interest in learning portfolio monitoring tools and digital solutions (Cascade focus)
- You are open-minded, eager to learn, and a strong team player
- You are fluent in English (written and spoken); knowledge of German is an asset

ABOUT U FUND SERVICES (UFS)

U Fund Services S.à r.l. (UFS) is an independent AIFM and Central Administration based in Luxembourg, regulated by the CSSF. We specialize in supporting Private Equity and alternative investment funds with tailored solutions that simplify operational and regulatory complexity. Our deep expertise across the fund lifecycle, combined with a strong commitment to integrity, efficiency, and governance – enables us to streamline complexity and ensure full regulatory compliance. We empower fund managers to navigate Luxembourg's sophisticated regulatory environment with confidence. From AIFM oversight to investor servicing, we deliver institutional-grade services powered by advanced technology and deep regulatory insight – supporting your growth, governance, and operational excellence.