



Operations & Compliance Coordinator – Family Office (m/f/d)

Founded in 1921, OLDENDORFF CARRIERS combines its history as a German shipowner with the network of one of the world's leading drybulk operators. We currently control some 700 chartered and owned vessels of 40 mio tdw, and we carry around 380 mio tons of raw materials and semi-finished products across the seven seas each year. Our customers can expect 100% performance. All the way.

We are looking for a highly organized and detail-oriented Operations & Compliance Coordinator to support the operational backbone of our Family Office. This junior-level role is ideal for someone with a strong administrative mindset and an interest in legal, financial, and compliance processes. You will play a key role in ensuring smooth day-to-day operations across multiple domains including accounting, legal, tax, and payments.

Job responsibilities

Administrative & Document Management

- Maintain data and records in Canoe Intelligence and PS Plus.

- Organize and maintain physical and digital filing systems (e.g., investment documents, research material, etc.)
- Manage, scan and archive documentation (e.g. bank correspondence, LP resolutions, etc.) efficiently.
- Prepare, track and archive documentation for Family Office entities.

Legal & Compliance

- Maintain and update KYC/AML documentation.
- Execute KYC/AML processes for private market (PM) subscriptions.
- Pre-fill and manage subscription documents for PM investments.
- Collect, prepare and handle information for regulatory filings

Tax & Reporting

- Archive tax-related documents in accordance with internal protocols.
- Support the preparation and organization of reporting materials.

Payments

- Prepare payment instructions and ensure timely processing.

What you bring along

- Degree or vocational training in Business Administration, Finance, Law, or a related field.
- 1–2 years of experience in an administrative, legal, or financial operations role.
- Familiarity with compliance processes (KYC/AML) is a strong plus.
- Proficiency in Microsoft Office and document management systems.
- Strong organizational skills and attention to detail.
- Discretion and reliability in handling sensitive information.
- Fluency in English is a must, German is advantageous.

What we offer

- Our corporate culture is special: relaxed and international, open and traditionally with flat hierarchies

- We always keep an overview – for our customers and from our modern and open offices in the city centers of Lübeck and Hamburg
- Since the very beginning, teamwork and quick decision making have been our success factors. Encouraging our employees to realize their ideas and initiatives is as important to us
- A permanent position in a secure economic environment with benefits such as holiday pay, free lunch, subsidies for a gym or sports club, childcare allowance, various company discounts is waiting for you

Apply now

Interested?

If you want to know more about who we are: [Oldendorff](#).

Please contact Stefanie Adler in case of questions.

Oldendorff Carriers does not accept paper applications for online postings.