

TRUSTMOORE

Would you like to work in a professional, hands-on, independent and informal environment? Would you like an exciting job within a fast-growing international fund services company where you can work together with some of the most experienced professionals in the market? Would you like to have a challenging international career where your skills are of great contribution to clients in the alternative investment fund industry?

Then you are the:

COMMERCIAL FUND DIRECTOR - ASIA

we are looking for!

What you will do?

As a Commercial Fund Director (CFD) you work closely with your colleagues of the Global Funds Team in order to extend our footprint further in Asia by prospecting new clients and securing new business. In this position, you will establish our Funds business and position our main products and services in a professional and entrepreneurial manner. The CFD is able to start, maintain and develop relationships with new client leads and other business partners both locally and globally and work closely together with the international Business Development team and the global operations team.

The key responsibilities will include:

- Research accounts, identify key players and generate target lists and create new leads;
- Work on global opportunities and request for proposals;
- Onboard Fund prospects and set-up and maintain fund administrations and other accounting records in cooperation with operational team;
- Maintain contact with asset/investment managers, trustees, collateral administrators, banks and other involved stakeholders in order to obtain the required information for reporting purposes, for meeting deadlines and to the clients' needs;

Other responsibilities are:

- Use Trustmoore CRM system (HubSpot) and Sales software (Linked-in navigator) in your daily Business development activities and keep it up to date;
- Keep up to date about changes in local (relevant) legislation and accounting guidelines;
- Perform miscellaneous finance and administrative tasks appropriate to the role and business requirements.

Where will you be working?

Working at Trustmoore means working in a dynamic company with great colleagues and an international environment. At Trustmoore, we score as a team and our colleagues are on top of their game. Trustmoore is a boutique-style corporate service provider with four lines of business Fund Services, Structured Finance & Capital Markets, Multi Family Office Services and Corporate Expansion Services. We pride ourselves of working with well-known law offices, notaries, tax advisors and banks. We want to excel in what we do, nothing more, nothing less. Word of mouth marketing is the best form of advertisement for us.

The CFD will work in the Fund services line of business closely together with the operational team in Singapore, Luxembourg and the Netherlands to continuously exceed our clients' expectations. The CFD will report to the Global Head of Funds with a dotted line to local Managing Director and be responsible for a wide range of commercial and operational tasks for a new portfolio of Private Equity, Real Estate and Hedge Funds as well as SPV's. The CFD is expected to continuously develop both personally as well as professionally and deliver added value to the business development discipline within Trustmoore and contribute to the further growth of our office in Singapore.

You will be working in one of the most beautiful areas of Singapore. Our office is easily accessible by public transport. You will receive a competitive salary, 20 vacation days and international career opportunities in our other offices. You can also benefit and participate in:

- TM Academy with soft skills, knowledge and leadership development trainings;
- Regular BBQ, social and sport events with your colleagues;
- Our annual ski trip;
- Interaction with our colleagues in Singapore and more than 170 colleagues worldwide.

How do you fit in the team?

As a CFD, you need to manage the operational activities from a distance next to your regular commercial tasks. In this position, you need to prioritize what is important, have a hands-on and independent work mentality. You are proactive, know what you are capable of, possess good communication skills and not afraid to open new doors.

Other relevant qualifications for this profile:

- Bachelor or master's degree in business administration, accounting or an equivalent;
- Relevant work experience of a minimum of five years in the fund business;
- Great networking and commercial skills backed up by a solid knowledge of the Funds business;
- Entrepreneurial business focus, problem-solving attitude;
- Understanding customer's needs and requirements;
- Fluent in English (both orally and in writing) and an Asian language would be a plus;
- Self-motivated and able to work independently and as a part of a team;
- Affinity with financial services sector from a commercial and sales perspective;
- Comfort working in an international environment and interacting with different seniority levels;
- Strong listening and presentation skills;
- Ability to multi-task, prioritize, and manage time effectively.

Do you recognize yourself in this profile? We can't wait to meet you!

If you have any questions about the position or about Trustmoore, please contact Pauline Wolf (email: pauline.wolf@trustmoore.com).

About us

We make success possible. Success for our clients by providing high-quality services, however also success for our colleagues by providing you with personal and professional growth opportunities to help you reach your full potential. Just as we help our clients reach their goals. The foundation of our success is delivering true value through long term relations. That applies to our clients and colleagues. We're in it for the long run, that creates value for us and for you. This results in a very personal and informal company culture with a healthy work-life balance. We are proud of that and we call it being professional in a non-corporate way.

Do you want to learn more about us?

Check our website <https://www.trustmoore.com/careers/>

By sending in your personal details for this job application, you give your consent that those details will be saved in our database for application purposes. After the termination of your application procedure, we will delete your details from our database. Obviously, we will treat your details with care, with confidentiality and we will not share those with third parties.