

TRUSTMOORE

Are you a secretarial, administrative expert? Would you like to provide secretarial planning and administrative support to our Structured Finance & Capital Markets team?

Then you could be the
TEAM ASSISTANT
STRUCTURED FINANCE & CAPITAL MARKETS

we are looking for!

WHAT WILL YOU DO?

Team Assistant will assist the fast-growing Structured Finance & Capital Markets team and will be servicing a diverse client portfolio. You will oversee a wide range of administrative responsibilities for these client companies. You will work closely with all legal and financial colleagues, Client Directors and Head of Structured Finance & Capital Markets Services in order to continuously exceed our clients' expectations. The Team Assistant maintains an expanding database of clients and assists with project and compliance matters. Further you will be responsible for a wide range of tasks, such as updating and following up on potential client entries in our systems.

Main responsibilities are:

- Maintain our SF&CM Library;
- Assisting with the set-up of new client files;
- Prepare minutes of internal, client and board meetings;
- Assist with the preparation of fee proposals and client specific presentations
- Assist to drive various marketing initiatives;
- Assist with ISAE3402 project and periodic reviews and audits;
- Assist with transaction closings (e.g., arranging signatures, scanning documents, filings etc.);
- File documents and keep archival records (both hard-copy and electronically);
- Assist with business intelligence projects;
- Organize client relationship management events;
- Assist and support Managers/Seniors with various day-to-day or incidental matters.

WHERE WILL YOU BE WORKING?

Working at Trustmoore means working in a dynamic company with great colleagues and an international environment. We score as a team and our colleagues are on top of their game.

We are a boutique-style corporate service provider with four lines of business: Fund Services, Structured Finance & Capital Markets Services, 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.

You will be working in one of the most beautiful areas of Luxembourg. Our office is easily accessible by both private and public transport. You will receive a competitive salary, holiday allowance, 26 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 more than 30 international colleagues in Luxemburg and more than 200 colleagues worldwide.

HOW DO YOU FIT IN THE TEAM?

Working at Trustmoore means working in a dynamic company with great colleagues, an international environment and informal culture. 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 Services, Multi Family Office Services and Corporate Expansion Services.

You will be working in one of the most beautiful areas of Amsterdam, in chic buildings within walking distance from the Vondelpark. Our garden is ideal for barbecue gatherings and celebrations. Our office is easily accessible by both private and public transport. You will receive a competitive salary, pension and international career opportunities in our other offices. You can also benefit and participate in:

Other relevant qualifications for this profile:

- TM Academy with soft skills, knowledge and leadership development trainings;
- Regular sport events with your colleagues;
- Our annual ski trip;
- Selfie with Huub;
- Interaction with more than 60 international colleagues in Amsterdam and more than 200 colleagues worldwide;
- Extensive lunches and fresh fruit provided by the office.

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 Pauline Wolf by 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 are 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.