

# TRUSTMOORE

*Would you like to work as a Junior Legal Account Manager in a company with an informal culture and be responsible for your own client portfolio from A to Z?*

Then you could be the  
**JUNIOR LEGAL ACCOUNT MANAGER – FUND SERVICES**  
we are looking for!

## WHAT WILL YOU DO?

As Junior Legal Account Manager (JLAM) you are part of an assigned client team and works closely with the (senior) legal account managers and financial account managers in order to continuously exceed our client's expectations. In this position, you are responsible for managing all legal matters concerning a diverse client portfolio of predominantly private capital fund structures. Further, you will be responsible for a wide range of compliance tasks.

Other responsibilities are:

- Providing assistance to clients in the implementation and administration of Fund structures and holding companies and liaise with clients and intermediaries on a daily basis;
- Assisting with all aspects of company secretarial matters, including the preparation of agendas, collation and distribution of board packs, shareholder meetings and drafting legal documentation of a general civil and corporate law nature (such as board and shareholder's resolutions, power of attorneys, loan agreements and contracts etc.);
- Taking minutes of board, client or shareholder meetings;
- Assisting on client on-boarding process and initiate bank account openings;
- Handling day-to-day operations of the companies and responding to clients' requests;
- Assisting with the incorporation, maintenance, and/or dissolution of client companies;
- Assisting with ongoing compliance reviews and procedures;

## 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 Services, Multi-Family Office Services and Corporate Expansion Services. You will be working in the rapidly expanding Multi Family OfficeTeam, and we pride ourselves of working with well-known Asset Managers, Law Firms, Tax advisors, Banks, Private Equity and Real Estate Firms. 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 Amsterdam. Our office is easily accessible by both private and public transport. You will receive a competitive salary, holiday allowance, 25 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 70 international colleagues in Amsterdam and more than 200 colleagues worldwide;

## HOW DO YOU FIT IN THE TEAM?

As Junior Legal Account Manager, you need to manage ad-hoc activities, next to your intensive client contact and daily work. In this position, you need to prioritize what is important, have a hands-on and independent work mentality and be able to deal with stress. You are proactive, know what you are capable of, possess good communication skills and not afraid of asking questions.

Other relevant qualifications for this profile:

- a master's degree in Law (e.g., corporate/ company/ fiscal law);
- A minimum of 3 years relevant work experience at a trust office is a pre;
- Entrepreneurial business focus and problem-solving attitude;
- Fluent in Dutch & English (both orally and in writing);
- Self-motivated and able to work independently while also being a strong team player;
- Must be able to work on multiple issues, change priorities and organize workload;

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 by email [pauline.wolf@trustmoore.com](mailto: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.

