

TRUSTMOORE

Are you a secretarial jack of all trades? And do you like to provide secretarial and administrative support for our team?

Then you could be the
BACK OFFICE ASSISTANT
we are looking for!

WHAT WILL YOU DO?

The Back Office Assistant (BO) will work together with the entire team of legal and financial account managers in order to continuously exceed our clients' expectations. The BO is responsible for filing, preserving and managing valuable archival records. Further he/she's arranging the document flow between the team and clients and is also assisting with different types of forms and documents for e.g., trade registers, banks and other authorities.

Other responsibilities are:

- Collecting and further handling of incoming- and outgoing mail;
- Handling in – and outgoing courier packages;
- Entering company data/information in Trustmoore Data Management's system and keeping the data/information up to date;
- Filing of various types of documents;
- Assisting with signing and legalization processes of the documents (e.g., by notaries, courts, and embassies);
- Performing miscellaneous 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. 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 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 public transport. You will receive a competitive salary, pension 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 BO you need to prioritize what is important, have a hands-on and independent work mentality and be able to deal with deadlines. 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 minimum of 1-year relevant work experience;
- Experience at a law/ notary firm or corporate service provider is an advantage
- Fluent in Dutch and English (both orally and writing);
- Flexible attitude and stress tolerance;
- Problem solving approach;
- Experience with Microsoft Office;
- Self-motivated and able to work independently and as part of a team;
- Availability of at least 24 hours per week.

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.

