

# TRUSTMOORE

Would you like to work as a Junior Investor Relations officer in a great accounting and finance team in Sofia?

Then you could be the  
**JUNIOR INVESTOR RELATIONS OFFICER**  
we are looking for!

## WHAT WILL YOU DO?

As a Junior Investor Relations Officer, you are part of the Investor Relations Services team in our Sofia office and work closely with the Fund Accountants team in order to continuously exceed our client's expectations. The Junior Investor Relations Officer will report to a (Senior) Investor Relations Officer and will process and maintain investor records for a growing portfolio of Private Equity, Real Estate, Venture Capital and Private Debt funds. The Junior Investor Relations Officer is expected to continuously develop both personally as well as professionally and deliver added value to the Fund Services discipline within Trustmoore and contribute to the further growth of our office in Sofia.

Main responsibilities are:

- Establishing and maintaining investor registers and records, including the maintenance of an investor database;
- Completing investor know your client ( "KYC" ) and anti-money laundering ( "AML" ) processes in accordance with regulatory requirements and ISAE processes;
- Executing due diligence and screening of investors and related parties by means of designated systems in place;
- Supporting the team with processing subscriptions, redemptions and transfers;
- Supporting the team processing capital calls and distributions;
- Supporting the team with issuing investor reports and notices;
- Liaising with Investor Relations Officers from Luxembourg, the Netherlands and Singapore to ensure outstanding documentation/ information is obtained and processed in a timely manner;
- Supporting with the maintenance of Trustmoore's investor portal (TM Connect) and automated solution for obtaining investor KYC;
- Attending to ad hoc investor requests; and
- Perform 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. 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 a dynamic and continuously changing international environment.

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 receive a competitive salary, food vouchers, health insurance and you can also benefit and participate in:

- TM Academy with soft skills, knowledge and leadership development trainings;
- Regular sport & social events with your colleagues;
- Our annual ski trip;
- Interaction with more than 15 colleagues in Sofia and 225 colleagues worldwide

## HOW DO YOU FIT IN THE TEAM?

As a Junior Investor Relations Officer, you will join the Investor Relations Services team in Sofia, which supports our Fund Services teams located in Luxembourg, the Netherlands and Singapore. In this position, you need to be a real team player, have a hands-on and can-do work mentality and enjoy working in an internal environment. You are proactive, know what you are capable of, possess good communication and organizational skills and not afraid of asking questions.

Other relevant qualifications for this profile:

- Recently graduated with a minimum of Bachelor Degree in Law (corporate/ company/ fiscal) or equivalent;
- Fluent in English, both orally and in writing;
- Flexible attitude and can-do mentality;
- Self-motivated and able to work independently and as part of a team;
- Is quality focused, business-minded with the ability to deliver excellent service to our clients;
- Willingness to develop your professional skills in an international environment;
- Personal credibility, integrity, high moral standards; and
- Proactive, responsible, high meticulous and detail-oriented;

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.