

# TRUSTMOORE

*Did you recently obtain your MBO diploma and looking for an amazing first job? Do you like to be the face of our office? And do you like to provide support to our fast growing team in Amsterdam?*

Then you could be the  
**JUNIOR OFFICE MANAGER (M/F)**  
we are looking for!

## WHAT WILL YOU DO?

The Junior Office Manager (OM) will work together with the office management team in Amsterdam and other jurisdictions, to support all our colleagues working on location. You are the oil in our motor and makes sure that everything is running smoothly and the office looks great.

We are looking for someone with a high energy level, representative and someone who loves to work with people. This role includes reception work like phone handling, reception of guests, arranging and hosting meetings, supporting office events and making sure the office is running like clockwork.

Other responsibilities are:

- Make sure the office is properly cleaned by the cleaning staff;
- Make sure food and beverage is available;
- Support office events (e.g., BBQs, celebrations etc.);
- Handle any issues concerning the building;
- 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 a chic building within walking distance from the Vondelpark. Our garden is ideal for barbecue gatherings and celebrations. Our office is easily accessible by public transport and you will receive a competitive salary and pension. You can participate in the TM Academy e.g., soft skills, knowledge and leadership development trainings, BBQ's social and sport events with your colleagues, our annual ski trip, yoga and kickboxing classes and chair massages. In this role you will interact with more than 80 international colleagues in Amsterdam and more than 230 colleagues worldwide.

## HOW DO YOU FIT IN THE TEAM?

As OM you need to have a hands-on, proactive and independent work mentality. We are looking for someone with great communication skills, positive energy and a real go-getter who loves arranging and organizing, after all you are the "business card" of Trustmoore.

Other relevant qualifications for this profile:

- Schroevers MBO diploma or equivalent;
- Hands on and no-nonsense mindset;
- Proactive and problem solving approach;
- You get energy from supporting your colleagues;
- Representative toward clients;
- Fluent in Dutch and English (both orally and writing);
- Flexible attitude and stress resistant;
- Experience with Microsoft Office;
- Self-motivated and able to work independently and as part of a team;
- Availability at least 36 hours per week, including Mondays.

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 send your email to [hr.nl@trustmoore.com](mailto:hr.nl@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.