

# TRUSTMOORE

*Would you like to work in a great team in Amsterdam?  
Would you like to have a challenging international career where your skills are of great  
contribution to clients?*

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 Fund Services team and work closely with the Fund Accountants and Fund Specialists in order to continuously exceed our client's expectations. The Junior Investor Relations Officer will report to the Senior Investor Relations Officer and will process and maintain investor records for a growing portfolio of Private Equity, Real Estate and Hedge Funds as well as SPV's. 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.

Main responsibilities are:

- Establish and maintain investor register and records;
- Complete investors know your client ("KYC") and anti-money -laundering ("AML") processes in accordance with local regulatory requirements;
- Processing and confirming subscriptions, redemptions and transfer;
- Processing capital calls and distributions;
- Production and issuance of investor reports and notices;
- Be the first point of contact for investors;
- Attend to investor inquires;
- Provide feedback to fund managers;
- Maintaining a personal investor access portal up to date to view real-time data on outstanding KYC/AML and investor reporting and documentation;
- Communicating, maintaining relationships with and meeting the expectations of investors, investment managers, auditors and other fund participants;
- Communicating and liaising with internal fund specialists, legal, compliance and financial team.

## 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 building 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 80 international colleagues in Amsterdam and more than 220 colleagues worldwide.

## HOW DO YOU FIT IN THE TEAM?

As a Junior Investor Relations Officer, you need to manage ad-hoc activities, next to your intensive client contact and daily work. In this position, you need to prioritise what is important, have a hands-on and independent work mentality and be able to deal with stress. A helicopter view is required, since you are responsible for the legal processes and deadlines of your client companies. 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:

- Have a minimum of Bachelor Degree in Law (corporate/company/fiscal) or equivalent;
- 0-2 years of work experience;
- Any previous experience in fund services sector is considered an asset;
- Fluent in English, both orally and in writing;
- Knowledge of generally accepted accounting principles;
- Knowledge of relevant local and international regulations;
- Flexible attitude and stress tolerance;
- 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 and high moral standards;
- 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 Nils Schulz, by email [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.