

TRUSTMOORE

Do you want to have a challenging international career where your skills are of great contribution to clients? Do you like to work at one of the finest financial services companies based on the beautiful island of Curaçao? Do you like to work in a professional, hands-on, independent and informal environment?

Then you are the **ASSISTANT ACCOUNT MANAGER** we are looking for!

The Trustmoore Group of companies is a vibrant, rapidly expanding, international, innovative corporate service provider that delivers high value-added services and tailored solutions to a wide range of financial institutions, investment managers, corporations and individuals. On daily basis, with a team of more than 45 of the best people in the business, services are delivered with dedication and personal attention. You will be working in a dynamic and continuously changing international environment. We are proud of our informal culture, which encourages a healthy balance between hard work and good fun.

The Assistant Account Manager will assist Account Managers with diverse client portfolios and oversee a wide range of administrative responsibilities of the portfolios of client companies.

Trustmoore offers:

- Great salary conditions
- 24 vacation days
- 8% holiday allowance
- Work week of minimum 32 hours + good work life balance
- Stable and successful company
- International team (10 offices worldwide)
- Career opportunities
- Internal education academy
- BBQ's, social activities, sport events and annual most popular pagara party

The key responsibilities will include:

- Open bank accounts;
- Provide annual reviews (both internally and from banks) to Compliance;
- File documents and keep archival records, both hard-copy and electronically;
- Set up new client files;
- Keep the corporate records of client companies in good standing (i.e. shareholders' register);
- Prepare various standard legal documents, such as board- and shareholders' resolutions;
- Coordinate and assist with the incorporation, maintenance, and/or dissolution of companies;
- Prepare minutes of board / client meetings;
- Arrange for certifications and apostilles;
- Correspondence with the Chamber of Commerce (KvK): preparation of respective forms, register change etc.;
- General communication / coordination and building a strong relationship with clients, advisors, and authorities;
- Various ad hoc activities such as answering the phone, handling courier packages, and scanning and copying documents.

The ideal candidate will have:

- A minimum of 1-year relevant work experience in the fiduciary/corporate services sector;
- Entrepreneurial business focus, problem-solving attitude;
- Self-motivated and able to work independently and as a part of a team;
- Fluent in both Dutch and English (both orally and in writing);
- Hands-on and independent work mentality.

Interested in this position or would you like to discuss other roles that we are currently recruiting for? Please forward your resume to chantal.vanderleeuw@trustmoore.com or contact us on +5999 7471401.

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.