

# TRUSTMOORE

Would you like to work as a (Junior) Legal Account Manager in a company with an informal culture and be responsible for your own client portfolio from A to Z?

Then you are the  
**(JUNIOR) LEGAL ACCOUNT MANAGER – MULTI-FAMILY OFFICE SERVICES**  
we are looking for!

## What you will do?

As junior legal account manager (JLAM) you are part of an assigned client team and works closely with the (senior) legal account managers and financial account managers in order to continuously exceed our client's expectations. In this position, you are responsible for managing all legal matters concerning a diversified client portfolio. You will be the main point of contact for your clients and be responsible for a wide range of legal and compliance tasks, such as drafting and reviewing legal and KYC documentation.

Other responsibilities are:

- Drafting and reviewing board- and shareholder's resolutions, power of attorneys, loan agreements and other contracts;
- Assisting with incorporation, maintenance, and/or dissolution of client companies;
- Assisting with ongoing compliance reviews and procedures;
- Administrative handling of various legal and financial documents;
- Taking minutes of board, client or shareholder meetings;
- Keeping a client portfolio of various types of clients in good legal standing in accordance with the law.

## 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 the rapidly expanding Multi Family Office Team, and 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 be working in one of the most beautiful areas of Luxembourg, in a chic building within walking distance from the old town and the central train station. Our office is easily accessible by both private and public transport and our garden is ideal for barbecue gatherings and celebrations.

You will receive a competitive salary, lunch vouchers, 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 sport events with your colleagues;
- Our annual ski trip;
- Interaction with more than 30 international colleagues in Luxembourg and more than 170 colleagues worldwide;
- Extensive lunches and fresh fruit provided by the office;

## How do you fit in the team?

As a (junior) Legal Account Manager, you need to manage ad-hoc activities, next to your intensive client contact and daily work. In this position, you need to prioritize what is important, have a hands-on and independent work mentality and be able to deal with stress. 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 university Degree in Law (corporate/ company/ fiscal law);
- A minimum of 3 years relevant work experience at a trust office is a pre;
- Entrepreneurial business focus and problem-solving attitude;
- Fluent in English (both orally and in writing);
- Self-motivated and able to work independently while also being a strong team player;
- Must be able to work on multiple issues, change priorities and organize workload;
- Is quality focused, business-minded with ability to deliver excellent service to our clients;

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 Vincent van Pampus by email

[vincent.vanpampus@trustmoore.lu](mailto:vincent.vanpampus@trustmoore.lu).

**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're 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.