

TRUSTMOORE

Would you like to work as a Banking and administrative assistant in a company with an informal culture and be responsible for your own client portfolio?

Then you are the
BANKING AND ADMINISTRATIVE ASSISTANT
we are looking for!

What you will do?

As a Banking and administrative assistant, you will work closely with your colleagues from both the local corporate team and foreign offices' teams in order to continuously exceed our clients' expectations. In this position, you are responsible for a number of financially related administrative activities concerning a diverse client portfolio and oversee a wide range of responsibilities for a rapidly growing portfolio of client companies.

Other responsibilities are:

- Daily entering of payment orders into banking applications for a variety of banks.
- Updating related database of payments processed and following up on any issues with payments directly with bank and payment institutions.
- Managing the process of applications of bank accounts, Merchant accounts and PsP accounts.
- Daily contact with colleagues from other Trustmoore offices and as Trustmoore's first point of contact towards the banks and financial institutions we work with.
- Carrying out of regular transaction monitoring for a portfolio of client.
- Other administrative tasks that may be required.

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 Corporate Expansion Services Team,

You will be working in one of the most beautiful areas of Malta.

You will receive a competitive salary, holiday allowance, 27 vacation days, private health insurance, 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 20 international colleagues in Malta and more than 170 colleagues worldwide.
- Extensive lunches, BBQ's and fresh fruit.

How do you fit in the team?

As a Banking and Administrative Assistant, 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 a varied workload. A helicopter view is required, since you are responsible for a portfolio of clients. 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:

- To be computer literate with an advanced command in MS Office applications.
- Diploma/Degree in Finance will be considered an asset.
- Preferably a minimum of 2 years' work experience in a similar industry.
- To be self-motivated and able to work both independently and as part of a team.
- To be result oriented and responsible.
- Fluent in English (both orally and in writing).
- Personal credibility, integrity and high moral standards.
- To be highly 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 Ian Formosa, by email on hr.mlt@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'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.