

TRUSTMOORE

Would you like to start a challenging international career where your skills are of great contribution to clients? Would you like to work at one of the finest financial services companies based in the vibrant and multicultural city Amsterdam?

Then you could be the
BUSINESS SUPPORT ASSISTANT
we are looking for!

WHAT WILL YOU DO?

As a Business Support Assistant (BSA) at Trustmoore you will have the opportunity to be an active and value adding member of our legal team in The Netherlands. You will assist legal account managers in one of our lines of business with all administrative related tasks, such as handling and managing KYC documentation during client acceptances and client file reviews. Besides this, you will be of indispensable value in terms of ensuring the quality of the received documentation. This role is the perfect combination for taking ownership of your individual work and sharing a strong team responsibility as well.

Other responsibilities are:

- Assist legal account managers from different business lines with all transaction monitoring and KYC filing obligations;
- Ensuring internal systems and client files are up to date;
- Processing information and documentation received from clients and checking completeness thereof;
- Sanity checking of KYC documentation;
- Providing administrative support;
- Preparing client acceptance files and client review files to effectively onboard clients;
- Liaising with legal account managers to ensure all outstanding documentation/ information is obtained in a timely manner;
- Maintaining the review schedules and appropriate follow up thereof.

WHERE WILL YOU BE WORKING?

Working at Trustmoore means working in a dynamic company with great colleagues in a 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 chic buildings 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 70 international colleagues in Amsterdam and more than 220 colleagues worldwide.

HOW DO YOU FIT IN THE TEAM?

We are looking for an entry level candidate, who is a pro-active team player. You must be able to organize, plan, communicate and execute in a pro-active manner between multiple departments and within diverse business lines. Other relevant qualifications for this profile:

- A MBO "equal to high school diploma" or a Bachelor degree;
- Eye for detail;
- Stress resistant;
- Excellent interpersonal and communication skills;
- Self-motivated;
- Fluent in English & Dutch (both orally and in writing);
- Able to work independently and as a part of a team;
- Good organizational and planning skills;

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 Pauline Wolf by email pauline.wolf@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.