

# TRUSTMOORE

*Would you like to have a challenging international career where your skills are of great contribution to clients? Would you like to work in a professional, hands-on, independent and informal environment?*

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

## **WHAT WILL YOU DO?**

As Assistant Legal Account Manager (ALAM) you are part of an assigned client team and work under supervision of a Senior Legal Account Manager closely with the (Junior) Legal Account Managers and Financial Account Managers in order to continuously exceed our client's expectations. The ALAM assists on all legal matters of our fast growing portfolio of client entities. The ALAM is expected to continuously develop both personally as well as professionally and deliver added value to all disciplines within Trustmoore and contribute to the further growth of our office.

Main responsibilities are:

- Assist with keeping a client portfolio of various types of clients in legal good standing in accordance with law.
- Drafting and reviewing legal documentation of a general civil- and corporate law nature (such as board- and shareholder's resolutions, power of attorneys, loan agreements and contracts etc.).
- Assist with the incorporation, maintenance, and/or dissolution of client companies.
- Assist with the client acceptance procedure and handling ongoing compliance reviews and procedures.
- Assist with the General communication/coordinate information and tasks to build strong relationship with clients, (tax) advisors, lawyers, banks, notaries and authorities.
- Assist with the opening of bank accounts and keeping all files up to date.

## **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.

On daily basis, with a team of more than 200 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.

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.

You will be working in one of the finest financial services companies based on the beautiful island of Curaçao. You will receive a competitive salary, 8% holiday allowance, 24 vacation days, (private) health insurance and career opportunities. You can also benefit and participate in:

- Work week of minimum 32 hours + good work life balance.
- Stable and successful company.
- International team (10 offices worldwide).
- Trustmoore Academy.
- Social activities.

## HOW DO YOU FIT IN THE TEAM?

As Assistant Legal Account Manager, you need to manage ad-hoc activities, next to your 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 how to keep the overview and know what you are capable of. You possess good communication skills and are not afraid of asking questions.

Other relevant qualifications for this profile:

- Have a minimum of Associate degree.
- 1 year of experience in the fiduciary/corporate services.
- Excellent communication skills in Dutch and English, both orally and in writing.
- Extensive knowledge of relevant local and international regulations.
- Strong analytical skills.
- Self-motivated.
- Ability to work on multiple issues, change priorities and organize workload.
- Quality focused business-minded with the 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 Ginette Booi by email [work.curacao@trustmoore.com](mailto:work.curacao@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.