

**Whitmill Trust Company Limited**

**Trust Administrator – Geneva**

**Job description**

<b>Reports to:</b>	Head of Geneva office
<b>Main job purpose:</b>	<ul style="list-style-type: none"> <li>• To provide trust and company administration services, including progressive client contact in a professional manner and in accordance with regulatory requirements, service levels and company standards so as to meet client expectations.</li> <li>• To administer an allocated caseload of more medium and low risk clients, competently and autonomously with the necessary support of other team members.</li> <li>• If appropriate, responsibility for the training and development of junior administrators</li> </ul>

<b>Key duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Ensure administration of companies and trusts are carried out in accordance with company policies</li> <li>• Provide administration support to the client and various stakeholders</li> <li>• Draft minutes, resolutions, view and amend agreements</li> <li>• Be able to review contracts and general agreements and make pertinent comments</li> <li>• Undertake annual entity reviews and be knowledgeable about compliance</li> <li>• Assisting in bank accounts opening and prepare payment instructions</li> <li>• Maintain up to date book-keeping</li> <li>• Support the setup of new entities, closure of existing structures, client due diligence and exception monitoring</li> <li>• Liaising with investments advisers, asset managers and other third parties regarding client affairs as necessary</li> <li>• Take minutes of meetings and conference calls</li> <li>• Answering phone calls, taking and relaying messages to Director</li> <li>• Arrange meetings, travel bookings, company secretarial services</li> <li>• Support Office management requirement</li> <li>• Act as the liaison person of Whitmill with the Régie as well as its sub-tenants and office rental companies (provide quotes to third parties looking rent office space and follow up on the quotes)</li> <li>• Attend seminars and workshops, read industry publications and advisory briefs and follow developments in wealth management to</li> </ul>
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	enhance professional and technical knowledge when required by Director
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<b>Technical skills</b>	<ul style="list-style-type: none"> <li>• Good standard of oral and written communication skills</li> <li>• Able to learn and has problem solving skills</li> <li>• Self motivated and have the ability to work under pressure</li> <li>• The ability to deal with client and professional advisors thereby showing a commitment to providing a quality service</li> <li>• Good inter personal skills, the ability to work within allocated deadlines and according to instructions and company procedures</li> <li>• Ability to work as a team member, communicate with colleagues and contribute to the successful performance of the company</li> <li>• Able to work on own initiative in all aspects of work allocated, managing own workload in order to complete tasks on time and have the ability to make decisions in accordance with company procedures</li> <li>• Good organisational and administrative skills</li> </ul>
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<b>Professional qualifications:</b>	<b>Essential requirements</b>	<b>Desired requirements</b>
	<p>Fluent in English and French, ability to speak another language, particularly Portuguese and, or Russian would be an advantage.</p> <p>Study towards a Trust and Company qualification recognised by the JFSC, such as STEP</p>	

For more information and to apply for this position please contact [HR@Whitmill.je](mailto:HR@Whitmill.je)