

**JOB OPENING**  
**JUNIOR TRUST OFFICER (100%)**

VALUEworks is an independent Multi-Family Office based in Zurich, Switzerland. We provide holistic and highly personalised services to a global clientele of entrepreneurial families. We specialise in international wealth advisory and management, strategic investment services, next-generation education, family governance and philanthropy. As a forward-thinking firm, we have made a commitment to go beyond traditional wealth and estate planning to focus on preserving wealth alongside family values, and financial security alongside social responsibility.

**VALUEworks is seeking a Junior Trust Officer** to support its wealth management team. The successful candidate should:

- hold a bachelor degree in law, business administration or commerce, or a similar qualification (e.g. Swiss KV)
- have at least three (3) years' work experience in trust and company administration
- hold a TEP qualification, or be enrolled in the STEP diploma programme for international trust management
- have excellent organisational skills
- be fluent in German and English
- be dynamic, eager to learn and motivated
- be a team player, yet able to work independently and under pressure.

The Junior Trust Officer's **main responsibilities** include:

- day-to-day administration of trusts, companies and foundations, including file-keeping, monitoring of financial activities, and support in legal, reporting and compliance-related tasks
- liaising with accountants, bankers, asset managers, lawyers and other intermediaries
- project management
- handling family lifestyle requests
- support in office and event management.

**We offer** an opportunity for a long-term career in the private client sector, in a dynamic, flexible and fulfilling working environment that is full of variety and open to new ideas and innovation.

Applicants may submit their CV, together with a cover letter by post or by email to Francesca Montali, HR Manager, at [talent@valueworks.ch](mailto:talent@valueworks.ch). For further information, please call +41 44 388 9000 or visit us on [www.valueworks.ch](http://www.valueworks.ch).