

**JOB OPENING**

**TRUST ADMINISTRATOR (80 - 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 Trust Administrator for its Wealth Management Team.** A successful candidate should have:

- at least three (3) years' work experience in a trust company, family office, fiduciary, accountancy firm or bank
- experience in the administration of trust structures, holding companies and family and charitable foundations
- a bachelor's degree in business administration, law or commerce, or another adequate diploma or certificate (e.g. Swiss KV, Paralegal)
- a TEP qualification, or enrolment in the STEP diploma programme for international trust management, or a similar professional qualification (e.g. corporate secretary)
- strong organisational and coordination skills
- open-mindedness, flexibility and a desire to learn
- excellent English and German language skills.

The Trust Administrator's **main responsibilities** include:

- day-to-day administration of trusts, companies and foundations, including file-keeping, monitoring of financial activities
- support to client managers in corporate, legal, reporting, compliance and finance-related tasks
- liaising with accountants, bankers, asset managers, lawyers and other intermediaries, globally
- handling of client projects and 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, entrepreneurial and fulfilling working environment that is full of variety and open to new ideas and innovation.

Applicants are invited to submit their CV, together with a motivation letter by post or by email to Valerie Jenni, COO, 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).