

JOB OPENING
TRUST ADMINISTRATOR (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 as a client or project administrator or assistant in a trust company, bank, law firm, accounting firm, family office or a similar fiduciary environment
- a degree or diploma in business administration, law or commerce, or another adequate diploma or certificate (e.g. Swiss KV, Paralegal, TEP)
- 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 preparation of payment instructions, opening of bank accounts, monitoring of financial activities, drafting of standard resolutions and deeds, and corporate documentation
- providing support in transactions and corporate, legal, reporting, compliance and finance-related tasks
- liaising with accountants, bankers, asset managers, lawyers and other intermediaries globally
- keeping track of deadlines, file-keeping, completing internal checklists and database maintenance
- 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. For further information, please call +41 44 388 9000 or visit us on www.valueworks.ch.