

Job Specification

Job Title: Trust Administrator
Division: Trust
Full time / Part time: Full time
Location: Geneva

Rothschild & Co.

Rothschild & Co is one of the world's largest independent financial advisory groups. We offer a distinct perspective that makes a meaningful difference to our clients' business and wealth.

With a team of 2,800 talented financial services specialists on the ground in 40 countries across the world, we provide independent advice on M&A, strategy and financing, as well as investment and wealth management solutions to large institutions, families, individuals and governments. As a family-controlled business that has been at the centre of the world's financial markets for over 200 years, we can rely on an unrivalled network of specialists and are known for our track-record of outstanding execution in financial services.

Rothschild Private Wealth

At Rothschild Trust, we help entrepreneurs and families to safeguard their assets and to create their own legacy. We look beyond narrow legal and technical concerns, to help clients strengthen their business and family relationships. As a family-controlled firm for seven generations, we know the issues wealth owners must address and how to protect against what often goes wrong. This heritage shapes our advice today. Clients gain control and stability, while building a strong legacy for the future.

Click here for more information on [Rothschild Private Wealth](#).

Overview of Role

Administrative monitoring of international mandates (principally trusts and companies) and connected banking affairs. Assisting and working closely with superior.

Responsibilities

- Daily assistance for companies and other fiduciary structures as per instructions from the Trust Manager and Senior Trust Officers
- Personal contact with clients and advisors with assistance from the Trust Manager and Senior Trust Officer assigned to the mandate
- Administrative assistance on mandates including financial, accounting and database reviews, general document/file maintenance
- Preparation of resolutions, dealing with distributions, investments, pledges/loans/line of credits, opening accounts
- Assistance with annual reviews of the structures



- Execution of internal and external payments, other banking transactions
- Technical support of more junior team members

Education and Qualifications

- Commercial training/experience, ideally in the banking, fiduciary or legal area
- 2 – 3 years of experience in the administration of trust or corporate structures is recommended
- STEP member or in the process of passing exams for the membership of STEP

Experience, Skills and Competencies Required

- Distinctly reliable and precise, conscientious and professional work attitude
- Pro-active
- Able to establish priorities with strong organizational skills
- Capable of problem-solving and acting independently
- Professional, helpful and at ease in every day working situations
- Fully computer literate (MS Office)
- English, Spanish and excellent French communication skills are mandatory, Italian is an asset
- Strong communication and interpersonal skills
- Co-operative, constructive and positive minded personality
- Teamplayer
- Flexibility, “can-do” attitude, seeking continuous service improvement, high quality standards

If you are curious to learn more about us and have valuable experiences in a similar role, then please send your CV to Lucie Hinnen, Human Resources. (lucie.hinnen@rothschildbank.com)