

Job Specification

Job Title:	Trust Officer Latam
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

We are looking for a dedicated, client-oriented individual with the ability to cooperate with others and a talent for solving problems. The candidate will be working alongside a team of trust professionals on complex structures for our demanding clients.

Responsibilities

- Building up and maintaining personal contact with clients, advisors and other related parties, inclusive travel activity
- Management, supervision and coordination of daily administration of trusts and companies including taking full mandate responsibility with minimum supervision. Taking fiduciary decisions on the mandates assigned within the guidelines provided by the company



- Co-ordination of mandate specific transactions with bankers, lawyers, accountants, agents and consultants
- Administrative overview and control of maintenance on mandates assigned including financial, accounting and database reviews
- Technical support of more junior team members

Education and Qualifications

- Solid legal, fiduciary and banking education as background
- Several years of experience in the administration of trust and corporate structures ideally in the Latam market
- Several years of experience in dealing with HNWI in a private banking/fiduciary environment
- Legal background an advantage
- Full member of STEP or equivalent professional qualification
- Excellent Spanish and English communication skills

Experience, Skills and Competencies Required

- Excellent communication and client relationship skills, professional and excellent demeanor; strong customer orientation
- Professional and diplomatic at ease in everyday working situation especially when facing and representing Rothschild Trust (Schweiz) AG (RTS)
- Able to lead, develop and train junior staff members
- Capable to make decisions based on facts and figures on his and assigned mandates as Manager (strong analytical skills)
- Capable of problem-solving and acting independently on mandates
- Distinctly reliable and precise, conscientious and professional
- Able to work flexibly in the work organization
- Capable of multitasking with high quality standards