

Benedek Lewin Limited

requires a

Trust Administrator

We are seeking an experienced, motivated, committed and highly organized Trust Administrator to provide support to our Trust Department.

Responsibilities include:

- Administering a variety of trusts including complex and high value trusts
- Preparing and typing documents, contracts and correspondence
- Communicating well with clients and other entities including financial institutions, agents, companies and local regulatory bodies.
- Ensuring services are delivered to a high standard and in a timely fashion
- General administration and secretarial work
- Assisting attorneys with a variety of trust administration matters

Job qualifications and requirements include:

- Must have a TEP qualification
- Minimum of 5 years of experience as a Trust Administrator
- Proven record of productivity and meeting targets
- Excellent written and verbal skills
- Ability to work under pressure and within financial and time constraints
- Strong computer skills
- Strong document production skills
- Ability to work well in a team

Please send your written application and resume/CV to:

Megan Benedek
Benedek Lewin Limited
PO Box HM 974
Hamilton HM DX

Or email:

mbenedek@benedeklewin.com

The closing date for applications is 5 p.m. on 28 October 2015