

Trust Operations Administrator

Reporting to the Director of Trust Operations, provides assistance with the oversight of the day-to-day operations of the Trust Department. Responsibilities will focus on Trust Department operational tasks, project management and facilitation of internal and external compliance related functions.

- Will be able to respond to internal and external requests for complex financial reporting, including required filings to regulatory entities or court filings, for example Probate T U/W court filings.
- Be comfortable being a secondary and at times primary point of contact with the various external vendors that the firm has vetted to enhance the client experience, will assist in responding and reacting to issues.
- Facilitate the on-site safekeeping of clients physical assets process. Controlling the receipt in and delivery out of physical/tangible property. This will also include Transfer Agent / Physical Stock conversion as needed, should understand the requirements needed to remove restrictions and other holds on physical certificates.
- Will be responsible for the facilitation of all audit requests, external and internal as needed

Qualifications:

A successful candidate will possess the following skills:

1. Knowledge of financial and legal management principles in order to assist with the responsibility for the firm's Trust Department at a level normally acquired through completion of a Bachelor's degree in accounting, finance or equivalent experience.
2. Approximately eight to ten years of progressively responsible related work experience desired, in order to gain the expertise needed to manage complex financial, legal and banking relationships in a professional services firm.

About Hemenway & Barnes LLP:

Hemenway & Barnes LLP is a law firm specializing in the preservation and management of the personal, business, family, and financial assets of its clients. As one of the oldest firms in New England, the people at Hemenway & Barnes have earned a long-held reputation as premier trustees, advisors and attorneys.

To Apply:

Qualified candidates may send their resume, in confidence, to the address hr@hembar.com.