



Example of Trust Operations Specialist Job Description

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Our company is growing rapidly and is hiring for a trust operations specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for trust operations specialist

- Finding solutions for payment related issues for buyers and sellers
- Administrative tasks and duties as required
- Performs research to resolve problems and follows through to ensure client's satisfaction
- Assists and trains Trust Operations staff to process various types of accounting and securities transactions necessary for the proper administration of trust and custody accounts
- Assists in maintaining policies and procedures relative to the department's function
- Provides back-up support to other operational sections to ensure uninterrupted workflow
- Keeps informed of current bank policies and procedures and governmental laws and regulations
- Ensures that the general office needs of the trust area, such as accounting, reports, supplies, and equipment, are met and assists with compliance issues
- Ensures that the proper administration of retirement plans and bond issues are in accordance with legal documents and tax rules
- Provides proposal and client meeting reports for use by trust administrators, business development officers, and portfolio managers

Qualifications for trust operations specialist

- Must have strong organization skills with an ability to make decisions quickly

- Must possess a high level of initiative and enjoy working independently with minimum supervision
- Candidate must be flexible and enjoy changes in daily assignments
- Must demonstrate proficiency with all 2007 Microsoft Office applications
- Must demonstrate a willingness to work closely with others in a dynamic ever changing environment and be able to work overtime and weekends as needed to meet business needs
- Trust operations experience preferred