

Position: **Trust Operations Assistant (Full-Time)**

Job Description: This busy position provides support to our Trust Officer staff in addition to providing client relations. The position structure requires a disciplined individual who can maintain a quick pace and work well independently as well as working with others.

Training is provided on the job including detailed procedures for each job task. Candidates should possess professional etiquette and be extremely detail oriented as accuracy of work is of great importance.

In addition to general support of our overall department operation, the responsibilities for this position include but are not limited to providing daily trade posting, daily transaction posting and monthly asset reporting including the reconciling of department assets.