Trust Administrator | Bermuda

An established professional services provider in Bermuda is seeking a Trust Administrator to join its Trust Services team. This role offers the opportunity to support the administration of a diverse portfolio of trust structures while working closely with senior leadership in a collaborative and client-focused environment.

In this position, you will assist with the day-to-day administration of trust structures, support governance and compliance activities, and work with a range of professional advisors and stakeholders to ensure the highest standards of client service are maintained.

Key Responsibilities

- Administer a portfolio of trust structures and related entities.
- Assist with trust transactions, governance matters, and regulatory requirements.
- Prepare meeting agendas, draft minutes, trustee resolutions, and follow up on action items.
- Maintain statutory records and ensure client documentation remains accurate and up to date.
- Liaise with legal advisors, tax advisors, investment managers, banks, and regulatory bodies.
- Assist with regulatory filings and compliance reporting obligations.
- Identify and escalate operational and compliance risks where appropriate.

Requirements

- Has at least 3 years of client-facing trust and/or corporate services experience.
- Holds, or is working towards, a STEP qualification.
- Demonstrates strong organizational skills and exceptional attention to detail.
- Possesses excellent written and verbal communication skills.
- Has experience preparing minutes, resolutions, and governance documentation.
- Experience with Viewpoint or similar entity administration software would be advantageous.

To apply please send your résumé to bdajobs@expertisegroup.com. All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.