

Equiom

Career Opportunities for School Leavers

Equiom is a leading independent trust and corporate service provider with its headquarters in the Isle of Man and offices in Jersey and Cyprus. Equiom has established a reputation for a unique and distinctive approach to business within a fast moving industry. Led by a young, driven, entrepreneurial management team and backed by one of the UK's leading Private Equity firms, it has extremely ambitious plans for the future.

We are currently seeking to recruit **Assistant Administrators** to join our team.

This is a fantastic career opportunity for highly motivated individuals who are looking for a trainee role within the finance sector which offers them a stimulating working environment. We place particular emphasis on training and development of our staff and provide a comprehensive support package for those staff who wish to enhance their skills through professional study.

The role will include:

- Working as part of a small team dedicated to delivering excellent client service
- Liaising with clients and updating their records
- Assisting with the administration of a portfolio of accounts

Ideally, the successful candidates should:

- Have excellent organisational skills
- Be accurate and methodical
- Have good customer service and communication skills
- Be able to prioritise and meet deadlines
- Be computer literate

If you believe that you can add value to our existing team, please write enclosing your Curriculum Vitae to **Emma Cawley, Human Resources Officer, Equiom Trust Company Limited, Jubilee Buildings, Victoria Street, Douglas, Isle of Man, IM1 2SH** or e-mail emmacawley@equiom.im

Applications from agencies will not be accepted

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