

Compliance Specialist and Trust Administration Assistant

Hemenway Trust Company, located in Salem, NH, is seeking a Compliance Specialist and Trust Administration Assistant to join in a collaborative and friendly team of professionals that offer concierge level wealth and personal trust administration services to ultra-high net worth families.

Reporting to the Compliance Director and Deputy General Counsel, the extremely bright and highly motivated individual selected for this challenging position will assist in maintaining the Trust Company's compliance policies and procedures, conducting regulatory compliance functions, will be involved in developing mitigation strategies and internal controls to track corrective action plans, making recommendations for improving risk assessment outcomes, escalating compliance matters, ongoing regulatory monitoring and annual BSA/AML reviews, and provide ongoing administrative support to Trust Administration Team

Knowledge and Qualifications:

- 1 to 3 years of industry experience, preferably in a trust or financial institution.
- Basic understanding of financial industry, trust industry, and BSA/AML laws and regulations
- Pursuing or willing to pursue Fiduciary and Investment Risk Specialist Certification (CFIRS) and/or Anti-Money Laundering Specialist Certification (ACAMS)
- Minimum of an Associate's degree is required.
- Highly proficient with advanced skills using Microsoft Excel
- Must be a critical thinker able to collect and evaluate information, draw a conclusion, and propose a solution. Intuitive thinker who can combine multiple concepts to resolve complex problems, assess risk, and see the big picture.
- Positive attitude with a strong desire to help others.
- Collaborates well with other team members
- Excellent research and problem-solving skills.
- Attention to detail, organized, able to multi-task and to set, but adapt to shifting, priorities
- Must be able to sit and/or stand for long periods of time in an office setting while working

About Hemenway Trust Company LLC

Hemenway Trust Company (HTC) is a limited liability trust company chartered in New Hampshire as a non-depository trust company and regulated by the New Hampshire Banking Department. As a private trust company, HTC provides a full range of wealth advisory and management services to families and individuals of means.

To Apply:

If you possess the skills and credentials we are looking for, please submit your resume and cover letter, in strict confidence, for consideration, to hrhtc@hemtrust.com.

