

Trust Administrator

Hemenway Trust Company, located in Salem, NH, is seeking a Trust Administrator to join its growing company offering personalized wealth and trust administration expertise. Reporting directly to our Director of Operations & Administration, this position assumes responsibility for working closely with the Account Managers on opening new accounts, coordinating major events during the life of an account, and overseeing the closing of accounts.

Knowledge and Qualifications:

- Candidates will have knowledge of personal trusts, retirement accounts, estate planning and tax laws. This position will maintain account and client related data on our trust system.
- Position requires a Bachelor's Degree and 10+ years of related trust administration experience.
- Candidate must demonstrate sound judgment, excellent interpersonal skills, strong organization skills and attention to detail. Previous experience balancing multiple priorities also required, as well as good deductive reasoning skills and knowledge of industry related software.
- Some weekly travel to Boston, MA may be required of this position.

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. HTC is committed to offering the highest standards of quality, professionalism and collegiality in a climate that allows for personal and professional growth.

To Apply:

Qualified candidates may send their resume, in confidence, to the address hrhtc@hemtrust.com.