

Trust Administration and Compliance Manager**Job Summary:**

With direction from the Compliance Director and Director of Operations and Administration, the Trust Administration and Compliance Manager leads the team of Trust Administrators and Assistant Trust Administrators, while overseeing and reporting on the adherence to the compliance and risk functions of Hemenway Trust Company.

1. Oversees, reports on and maintains Company compliance with the pre-established policies and procedures set forth in the Policy & Procedure manual.
2. Primary trainer and mentor for the Trust Administrators and Assistant Trust Administrators when issues arise, guiding the Administration team appropriately to ensure that accounts are set up and maintained in accordance with the governing instrument and regulatory requirements.

Qualifications:

A successful candidate will possess the following skills:

- Knowledge of basic trust administration at a level normally acquired through completion of a Bachelor's Degree or higher. Approximately ten years of related trust administration, compliance and managerial experience in the financial services industry. CFTA or JD preferred but not required.
- Interpersonal skills necessary in order to communicate with officers, managing directors and staff, in person and by phone, and provide information and "customer service" with ordinary courtesy and tact while safeguarding confidentiality.
- Ability to organize and prioritize numerous tasks and complete them under time constraints.

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:

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