

PROVIDENT TRUST COMPANY

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Administrative Trust Assistant

Provident Trust Company is a privately owned Federally Registered Investment Adviser and State Chartered Trust Company. Provident advises over \$4 billion in assets, providing: integrated financial forecasting, portfolio management and trust services for primarily high-net-worth individuals and their families.

Provident is seeking an experienced financial services professional to support our trust administrative and operations teams.

Responsibilities:

- Administer client accounts:
 - Engage directly with clients via telephone and email
 - Manage client communications and correspondence:
 - Draft letters
 - Circulate statements
 - Prepare presentation materials
 - Maintain CRM system
 - Execute distributions and charitable giving
 - Establish and maintain accounts in custodial and portfolio management systems
 - Maintain client files
- Provide operational support:
 - Perform cash/asset reconciliations
 - Process security receipts and deliveries
 - Set-up and maintain securities
 - Invoice and collect management fees
 - Maintain web portal through which clients obtain statements/documents
 - Assist with tax reporting

A strong candidate will possess the following qualities:

- Customer service orientation
- Understanding of key fiduciary and trust administration concepts
- Strong sense of tact, decorum and discretion with the ability to exercise sound judgment
- Adept verbal, written and interpersonal communication skills
- Superior time management skills with the ability to balance competing priorities
- Dependable, flexible and eager to learn
- Ability to understand/learn basic fiduciary and trust administration concepts
- Self-starter with ability to work independently with minimal supervision
- Proficient knowledge of Microsoft Word and Excel and familiarity with custodial and portfolio management systems would be beneficial
- Previous financial services experience is required, with investment advisory or trust company background strongly preferred

Benefits: 401(k), medical insurance, dental insurance, paid vacation/sick leave

Salary: Commensurate with Experience

Hours: 8:00 am – 5:00 pm