



Company and Trust Administrator



Isle of Man

Döhle Corporate and Trust Services (DCTS) is a leading independent corporate and fiduciary service provider specializing in corporate and trust structures on behalf of multinational corporations through to high-net-worth individuals and their advisors. DCTS is part of the Döhle (IOM) Group of Companies, with our offices situated in the prestigious Fort Anne building on South Quay in Douglas.

Job Purpose

This entry level role assists several teams within DCTS, supporting the statutory administration of client companies, including management of post and file maintenance, as well as supporting the daily client screening activity. Working closely with DCTS colleagues our commitment to exceptional service delivery is a key area of focus.

Core Tasks & Responsibilities

- Responsible for the daily office administration for a portfolio of clients, including handling of all incoming and outgoing post/couriers, filing of investment reports and any scanning required.
- Providing support to the team to help transition to a paperless process, which will free up the role holders time to assist with more client administrative matters.
- Supporting the team with any statutory client administration matters on an ad-hoc basis.
- Assisting the Compliance team with daily client screening activity.

Key Competencies and Qualifications

- Some office experience would be helpful, but full training will be provided for the successful candidate.
- A good level of accuracy and attention to detail. (Essential)
- Ability to deliver quality and timely results. (Essential)
- A desire to learn and grow in the role with a willingness to undertake further studies when appropriate. (Essential)
- Motivated to provide exceptional levels of service. (Essential)
- Self-confident and able to communicate clearly with others. (Essential)
- Good organisational skills, flexible, and ability to apply logic to required decision. (Essential)
- Able to work alone as well as being able to work as part of a team. (Essential)
- Competent in Microsoft Office, particularly Word, Excel, and Outlook. (Desirable)

What we offer you:

- An exciting opportunity to work in a fast-paced industry where your development matters to us. We support with personal and professional development to help you grow.
- A range of financial and protection-based offerings including a competitive employer contributed pension scheme, death in service, private healthcare, and private dental care.
- Family friendly policies covering maternity, paternity, shared parental leave plus other leave options which recognise a healthy work/life balance. Our annual holiday allowance starts at 25 days, increasing with length of service.
- Flexible working options which help employees manage their personal responsibilities.
- An unrivalled office location, positioned on South Quay, our beautiful landmark building offers access to pool, spa, and gym facilities as well as a fabulous recreational area.
- Onsite parking.
- We have an active social and wellbeing committee who plan regular, varied events for employees, catering to a wide range of interests.

Interested in joining us?

Please send your CV and salary expectations to recruitment@doehle-iom.com

We are committed to creating an inclusive culture which embraces diversity. We promote equal opportunities and ensure that no applicant is subject to less favourable treatment on the grounds of gender, marital status, nationality, ethnicity, age, sexual orientation, responsibilities for dependants, physical or mental disability.

We select candidates for interview based on their skills, qualification, experience, and potential.