

**Athos Business Services
(Netherlands) B.V.**

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The Athos Group is a highly respected boutique provider of trust and corporate services serving wealthy families from all over the world.

Our Dutch office located at WTC office, Schiphol, Amsterdam, is looking for a qualified Family Office administrator.

Family Office administrator 100 % (w/m) with bookkeeping background

Tasks

- Responsible for friendly and service-oriented handling of all administrative affairs of clients, support private clients with administration and personal matters
- Assist with administration, bookkeeping and payments
- Prepare yearly overview of assets & liabilities
- Keep track of real estate deposits overviews
- Handling of compliance requests
- Gather and distribute tax information documents
- Manage the pending affairs, file and follow up of receipt of legal documents
- Contact and coordinate matters with tax and legal advisor, suppliers, banks, insurance and real estate management company etc.
- Copying, scanning, filing documents, maintain order of filing system
- Handling correspondence in Dutch, English and other languages
- Direct contact with private clients
- Flexible and inventive follow up on different client requests

Your Profile

- A minimum of 5 years of working experience in a similar position in a family office or in the financial services industry
- Being able to work on a bachelor's level (e.g., a degree in business administration, accounting, economics, or equivalent – or working experience to match this)
- Fluency in Dutch, excellent English skills, other languages (French, German) are beneficial
- Available to work in the office (Amsterdam, The Netherlands) for minimum 3 days/week.
Maximum 2 days working from home
- Good skills in handling private clients
- Proactive, accurate, efficient and being able to work independently
- Friendly attitude
- Quality aware
- Flexible and resilient
- Ability to set priorities

What we offer

An uncomplicated and dynamic work field in an international environment as well as attractive employment conditions.

Employment immediately or by mutual agreement.

Interested?

We look forward to your application letter and CV with photo by email and details of your salary expectations.

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