



Job Vacancy

Full-Time Office Assistant

Bellerive Trust Limited is a fiduciary business with offices in Guernsey and Alderney providing trustee and corporate services to a global client base.

We are currently looking to recruit an Office Assistant to work as part of a busy team within our Alderney office. The role involves undertaking a variety of tasks to include dealing with basic data inputting, scanning of documents, filing, archiving, assisting Administrators and general office duties.

The successful candidate will have good communication and computer skills, be numerate, have the ability to work under some pressure and show a flexible approach to work. Please apply in writing, enclosing your curriculum vitae, to:

matt.burnham@bellerivetrust.com

**Matt Burnham
Head of Alderney Office
Bellerive Trust Limited**

CLOSING DATE: 2nd October 2020