ST. LOUIS TRUST & FAMILY OFFICE works with approximately 60 client families across the country, advising on more than $15 billion of total wealth. We are a multi-family office and trust company that serves multi-generational families with complex family affairs. Our philosophy is straightforward; focus on our clients, put them first and always better our service. We provide holistic, high-touch client service including customized, independent investment management and a full range of family office and fiduciary services. We serve a limited number of clients with substantial wealth in order to maintain very low client-to-employee ratios. Each client family is different, and so are we.

PROBLEM SOLVERS WANTED | Our motivated, talented team is the secret to our success. We are committed to fostering a highly collaborative environment and ongoing opportunities for learning at all levels.

We are seeking internship candidates to join our team. The role can be a part-time job during the school year (with hours that are flexible with class schedules) and/or a full-time position during the summer. This is a great opportunity for students to gain exposure to the wealth management industry and working in a professional office setting. Responsibilities will vary based on office needs and may include office administrative work, project work, client team support and assisting with company-wide initiatives.

YOU SHOULD APPLY IF YOU...

- Plan to live in St. Louis, Missouri during the school year or summer
- Are interested in part time work during the school year that is flexible with your class schedule
- Are seeking full time work during the summer
- Want to continue learning by gaining varied work experience
- Enjoy working with people in a team construct to accomplish goals
- Are interested in exploring the financial industry
- Have an aptitude for and/or interest in business, finance/wealth management, relationship management, customer service and/or the stock market
- Like numbers
- Enjoy learning new skills through research, reading, instruction and hands-on effort

DESIRED QUALIFICATIONS AND BACKGROUND:

- Undergraduate business student or Graduate level business or law student with accounting or finance emphasis
- Advanced knowledge of Microsoft Office, specifically Excel
- Experience with Microsoft Power BI, SharePoint and/or Salesforce CRM considered a plus

CORE EXPECTATIONS:

- Maintain absolute confidentiality
- Build relationships with team members and other colleagues
- Exhibit well-developed analytical skills/problem-solving ability
- Display excellent organizational skills with high attention to detail
- Able to work independently and manage time effectively
- Dependable with a strong work ethic
- Curios/eager to learn
- Strong communication skills (provide status updates, project progress, ask questions)

RESPONSIBILITIES MAY INCLUDE:

Office Support

- Serve as a back-up to the front desk/reception area (greet visitors, answer/transfer incoming calls)
- Pick up / sort mail
- Scanning and filing
- Assemble reports and packages for delivery to clients and/or prospects
- Restock office/café supplies

Client Team Support

- Provide project support for client service and/or operations teams
- Prepare/update spreadsheets that summarize client financial data such as cash flows or tax information
- Assist investment team with special projects
- Verify accuracy of reports produced by others – compare information to source documents, foot and check formulas
- Organize client information – hard copy and/or electronic documents
- Conduct investment/financial research with direction

OTHER CONSIDERATIONS:

- Must provide own transportation to Clayton, MO (paid parking is provided)
- Flexible hours adjustable for class schedule/school demands (prefer 8-10 hours/week during school year)
- Full time summer hours may be available (standard office hours Monday - Friday, 8:00am - 5:00pm)