

Operations Support Associate

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Company: Trusteer Financial

Location: Mexico City

Category: computer-and-mathematical

Who are we? Trusteer Financial is a growing boutique finance and accounting firm based in New York. We serve as a trusted partner and advisor to companies in the technology, media, entertainment, life sciences, and crypto industries. Our mission is to remove the financial friction of starting and running an enterprise through CFO advisory, Accounting, Tax, and transaction services solutions. We support both early-stage businesses without full-time finance teams and late-stage companies with a finance team in place. Our full array of services helps companies reduce their risks, optimize financial operations, and scale their businesses efficiently. Why Work with us? We're committed to fostering and advancing diversity and inclusion in our own workplace and beyond. Every individual within our firm has opportunities to grow professionally and personally by utilizing our extensive networks, personal finance offerings, and mindfulness programs. Learn more about us at www.trusteerfinancial.com. The majority of our team are former founders. Due to continued growth, Trusteer Financial is expanding our team and is seeking a full-time Operations Support Associate with a lot of room for growth and interest in expanding their technical skills. This role is HYBRID in the office (CDMX). We are seeking a proactive Operations Support Associate to join our dynamic team at Trusteer Financial. In this role, you will play a crucial part in supporting our tax and accounting functions, ensuring smooth operations and efficient client deliverables. Collaborating across departments, you'll work closely with managers and team members to uphold our standards of excellence. As an Operations Support Associate, you will... Assist in data entry and maintaining records within our internal documentation and workflows Manage daily execution tasks promptly and accurately to meet

client deadlines Prepare various communications, including memos, emails, invoices, reports, and other correspondence Crafting and editing documents ranging from letters to comprehensive reports and instructional materials Serving as a contact for internal and external clients, providing exceptional service and support Collaborating cross-functionally across the tax and accounting teams to address requests and resolve queries efficiently Track and organize client deliverables in our project management system Here's what you need...

Bachelor's Degree 2+ years of related work experience Strong proficiency in MS Word, Excel, PowerPoint, and Outlook Excellent oral and written communication skills in English to convey information and ideas clearly Ability to display a consistent, professional degree of communication, particularly with clients Ability to work in a fast-paced environment and manage multiple projects with minimal supervision Demonstrates a high degree of integrity and confidentiality Comfortable using different and new software and technology platforms

Compensation: MXN 10,000 to 30,000 per month The range above is for the expectations as laid out in the job description, however, we are often open to a wide variety of profiles and recognize that the person we hire may be less experienced (or more senior) than this job description as posted. If that ends up being the case, the updated salary range will be communicated to you as a candidate. Powered by JazzHR

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