

POSITION DESCRIPTION

Relationship Manager and Trust Administrator

DESCRIPTION:

Trust Company of Oklahoma (TCO) is dedicated to providing financial peace of mind for the individuals, families, and businesses it serves. TCO seeks qualified candidates who share the company's mission, values, and commitment to exceptional customer service. TCO is currently searching for an experienced **Relationship Manager/Trust Administrator** to work in the Tulsa headquarters. This individual will be responsible for managing accounts for high net worth individuals, families, and organizations.

SUCCESSFUL CANDIDATE WILL:

- Have excellent interpersonal skills and be a self-starter;
- Possess a mindset of always putting the client first;
- Be fully engaged and challenged from the first day;
- Become a member of the team responsible for wealth management, client relationships, and trust administration across Oklahoma;
- Join a company with solid reputation, generous compensation, and benefits package; as well as a growing team and positive work environment;
- Along with management team, develop and strengthen client relationships.

JOB REQUIREMENTS:

- 5+ years of proven experience in insurance, estate planning, retirement planning, investment management or trust administration;
- CFP® designation preferred;
- College degree required;
- High integrity, accountability, and organization;
- Place client's interests above all else;
- Collaborative mindset to work with employees from all divisions and different levels in the organization.

ABOUT TRUST COMPANY OF OKLAHOMA:



Trust Company of Oklahoma is the largest and oldest independent trust company in the state, with locations in Tulsa and Oklahoma City. Founded in 1981, the company provides asset management and unbiased financial advice for individuals, families, businesses, and other organizations in Oklahoma and throughout the country. Trust Company of Oklahoma currently manages approximately \$5 billion in client assets.

Please submit your resume to be TCOCareersinTulsa@trustok.com