

# Career Opportunity: *Special Assets Administrator*

Full-time | Nashville, Tennessee

## *About the Position*

Under the guidance of the Vice President, Special Assets Officer, the Special Assets Administrator is responsible for supporting the Officers of the department with trust owned assets such as real estate, closely held business interests, loans and other illiquid assets. The candidate should have excellent communication, attention to detail and teamwork skills. An effective candidate will be a self-starter and have a desire to be in an ongoing learning environment. The hybrid position is located in Nashville and qualified candidates will need to either be living in or relocating to Nashville.

### Job Duties:

- Provide comprehensive administrative support for Special Assets Officers to complete tasks related to trust owned assets.
- Coordinate and order inspections and appraisals for trust owned properties.
- Coordinate payment of property taxes for trust owned properties.
- Serve as a subject-matter expert on real estate, closely held-business interests, promissory notes, mineral interests and other special assets.
- Provide day-to-day support to administration teams on all matters related to special assets; i.e., troubleshooting problems, working interdepartmentally with administration, asset transfer, and legal.
- Communicate internally and externally with clients on special asset matters and provide advice-driver solutions through collaboration.
- Ensure all policies and procedures are adhered to with regard to special assets administration in trusts.
- Master all systems related to special assets management, i.e., Salesforce.
- Periodically review and audit special assets holdings in trusts for which Cumberland is trustee.
- Maintain proper files and documentation records.
- Other duties as assigned.

### Job Qualifications:

- Ability to complete tasks in a timely and accurate manner.
- Excellent written and verbal communication skills.
- Strong sense of initiative.
- Strong attention to detail.
- Willingness to collaborate/participate in teamwork.
- Excellent time management skills.

### Job Requirements:

- Bachelor's degree required.
- Trust Administration or Special Assets experience preferred.
- At least 3-5 years working in an office setting.
- Proficient computer skills, Microsoft Office Suite, (Word, Outlook and Excel)

### Work Environment:

- The position is in an office setting that involves everyday risks or discomforts that require normal safety precautions.

## Interested in this position?

Cumberland Trust welcomes resume submissions from talented individuals. If you are interested in this career opportunity within our company, we'd love to hear from you.

Please submit your resume to [resume@cumberlandtrust.com](mailto:resume@cumberlandtrust.com).

To learn more about Cumberland Trust, visit us [online](#).