



Chief Operating Officer

A career with Capital G, is more than just a job. When we say 'Welcome to the Family' we mean it. We're currently looking for someone to fill the role of Chief Operating Officer at Capital G Limited. See if you have what it takes to join our growing family.

The Chief Operating Officer (COO) provides the leadership, management and vision necessary to ensure that the company has the proper operational policies, processes, procedures, controls, and systems in place to effectively grow the organization and to ensure financial strength and operating efficiency. The COO is responsible for leading and managing a team of approximately 75 employees. In addition to being the department head, he/she will also be an executive of the Bank to ensure that actions and initiatives are in the best interest of the Bank.

The COO plans, organizes, and oversees all the day-to-day operational activities of the Bank and collaborates with the President/Chief Executive Officer and Executive team in the overall administration of the Bank. The position is responsible for the management of the Bank's operational activities to ensure maximum profits commensurate with the best interest of shareholders, customers, employees, and the public, ensures a high level of customer service and compliance with Bank policies and procedures. The COO is responsible for setting and attaining Bank operational and financial goals for his/her areas of responsibility and actively participates and supports bank-wide initiatives and processes either as an executive sponsor or participating executive. S/he ensures robust talent management in accordance with the broader organization's talent management process across his / her areas of responsibility. Performs supervisory duties of department staff, coordinates staff for coverage in all related areas of the department and creates "deliverables" as needed to support Bank goals and initiatives

Primary responsibilities include:

- Responsible for building the bank's capabilities to support its current operations and future growth
- Responsible for the establishment, measurement and effectiveness of all processes within the scope of his / her responsibilities
- Provides timely, accurate and complete reports on the operational and financial performance of his/her areas of responsibility
- Monitors department performance against performance goals to ensure that progress is being made
- Ensure activities comply with organizational requirements for quality management, legal stipulations and general duty of care
- Provides strategic leadership and direction to the departments which fall under Operations
- Ensures that adequate controls exist in relation to the bank's operating activities
- Identifies opportunities for cost reduction and system enhancement
- Develops and implements space-planning strategies to accommodate current and future organizational needs
- Forms part of the bank's executive management team and actively leads and supports bank-wide processes such as business planning, risk management and product management as appropriate
- Management and continued development of Operations staff through sponsorship and support of talent management processes that include but are not limited to performance management, goal setting, succession and high talent management

- Identifies and sponsors initiatives that support the above which can be cross-departmental in nature

The successful candidate must have:

- A bachelor's degree in a Finance, Management, Business Administration or related degree; and an MBA or equivalent
- Ten years' progressive experience obtained at a bank or financial services company, with a minimum of 5 years at an executive level (SVP and higher) managing multiple areas and initiatives
- Must be a strong relationship builder and communicator (oral and written) with experience leading diverse work teams, developing an organization-wide strategy for product & service excellence and partnering with the bank leadership team
- Demonstrates integrity, strives for excellence in his/her work, and has experience of leading others to new levels of effectiveness and work product
- Demonstrated strategic planning, executive leadership and management skills
- Demonstrated ability to handle multiple tasks competently and with accurate attention to detail
- Ability to communicate at executive and board levels, and the ability to manage the corporate affairs of the company and the staff
- Demonstrated results in creating and managing high performing teams
- Demonstrated performance in achieving strong operational and financial results, both from an individual contributor and a managerial perspective

The above is a list of the duties for this job but the job is not limited to the above duties. Each job description shall be reviewed by Human Resources at least once each year to assure that it accurately reflects the requirements of the job. Reviews may be conducted more frequently if job content changes substantially.

Capital G is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.

Please submit a detailed cover letter and résumé no later than February 8, 2012 to:

Human Resources Department
19 Reid Street, Hamilton HM 11
P.O. Box HM 1194, Hamilton HM EX
Email: rpitman@capitalg.bm
Fax: + 441.296.7701

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We sincerely thank all applicants for their interest. Only those candidates under consideration will be contacted.