



Our people are our competitive advantage.

At Butterfield, we pride ourselves on being approachable, disciplined and proactive. If you embody these qualities and have the necessary experience, you may be the one we're looking for.

Vendor and IT Asset Manager

Vendor Management Office

This position reports to the Assistant Director of Vendor Management and is responsible for assisting with vendor management activities, and managing and coordinating procurement and IT asset management activities. The successful incumbent will also be responsible for supporting the Assistant Director of Vendor Management with contract and financial management activities, as well as procurement of vendor services.

Your responsibilities will include:

- developing and managing relationships with Bank employees and vendors in relation to vendor service delivery
- managing procurement and IT asset management
- ensuring that regular IT asset audits are carried out to ensure accuracy and completeness of records and maintaining a Group procurement and IT asset management policy
- assisting with the development and training of personnel in the use of procurement tools and templates
- assisting with all phases of contract management, including contract change control, license management, legal, audit, compliance, risk management, and procurement and asset / inventory management
- analysing vendor data and reporting on effectiveness of procedures, process or controls; service delivery; process efficiency; and adherence to policy by the Bank and vendors
- performing periodic vendor and Bank health assessments and assisting with the implementation of any resulting actions
- managing selected relationships with vendors and service providers to the Bank and identifying opportunities for improving service in order to maximise efficiency, quality and cost effectiveness
- assisting with the implementation of capacity, demand and financial management (including invoice reconciliation) for vendor services

Your experience may include:

- Bachelor's degree in Business, Finance or Technology related subject with three years experience in a procurement or IT asset management role, including vendor analysis and selection; or similar relevant experience
- proven ability to communicate effectively with all levels of staff up to and including Executives
- experience in operations and technology sectors, ideally in the financial services industry
- good understanding of project management as it relates to procurement and vendor management
- good judgment, logical and organisational skills
- excellent attention to detail, customer service, consensus building, negotiation, interpersonal and communication skills (both oral and written)
- management experience, influencing skills, ability to develop relationships and work effectively within a team environment
- proficiency with Microsoft Office suite of products.

Please apply by 27 March 2013 to:
Sandra Furtado, Human Resources,
Butterfield, P.O. Box HM 195, Hamilton HM AX
Fax (441) 292 2073
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www.butterfieldgroup.com



Butterfield

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