

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.

Supervisor Operations

This position reports to the Manager, Wires/Payments/Drafts/SI/Payroll and is responsible for supervising the Payments team and the successful processing of all incoming and outgoing international money transfers and related customer queries

Your responsibilities will include:

- releasing and repairing all wire payment instructions up to \$100,000,000.00 and creating and releasing manual payments in SWIFT
- reviewing and preparing daily and periodic reports and ensuring relevant information is communicated daily in a timely manner to Treasury Cash Management
- providing support to the investigations unit to ensure the timely resolution of discrepancies and the daily clearance of Nostro reconciliation items related to wire processing
- ensuring the management team is immediately informed of potential backlog or problem
- supervising and training a team in a fast-paced environment, ensuring all deadlines are met
- providing employee feedback and completing performance appraisals
- responding and following up on queries, escalating complex issues to the manager
- ensuring files are properly maintained and prepared for Records Management according to the predetermined schedule

Your experience/skills may include:

- High school diploma with five years relevant experience; a certificate in Supervisory Management would be an asset
- ability to handle transactions with large dollar amounts, high volumes and confidential information with absolute discretion
- the ability to adapt to and use proficiently the core banking system and SWIFT network
- ability to adjust working hours, with minimal notice (including lunch hours), and to work on public holidays; willingness to work overtime during high volume and busy periods
- ability to meet tight deadlines whilst maintaining a high level of accuracy and prioritise tasks in a deadline-driven environment
- knowledge of the Bank's compliance and corporate policies and treasury products
- strong organisational and analytical skills with a focus on providing excellent customer service
- good communication skills (oral and written)
- proficient in Microsoft Office suite of applications

CLOSING DATE: 29 September 2015

All applications should be forwarded **via e-mail** to: resumes@butterfieldgroup.com

ATTENTION: Human Resources

Hardcopy applications will not be accepted.

www.butterfieldgroup.com



Butterfield

THE BAHAMAS | BERMUDA | CAYMAN ISLANDS | GUERNSEY | SWITZERLAND | UNITED KINGDOM