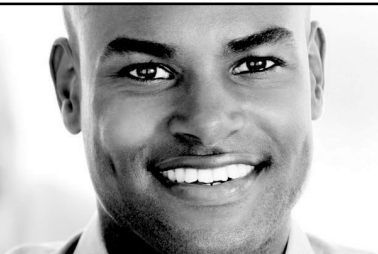


*Our people* are our competitive advantage.



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.

## Executive Assistant Corporate Management

This position reports to members of the Executive team and is responsible for acting as office manager for the Corporate Management Department and providing individual administrative support to assigned members of the Executive team.

### Your responsibilities will include:

- acting as travel administrator for Butterfield's travel system, including maintaining employee data and training new users
- maintaining an Executive travel calendar, including Division Heads and overseas visitors to Bermuda
- coordinating office moves and assigning/tracking temporary office use by visitors and consultants
- managing corporate management conference room bookings and usage, including confirmation of meetings needs and appropriate preparation
- maintaining absence reports for the Corporate Management Department
- ordering and maintaining all office supplies for the department, including ordering business cards
- ensuring effective operation of all office equipment for the department, including coordinating service calls, purchases, installations, and training
- assisting with preparation of Board and Committee materials as required
- providing administrative support to select Executive team members, including but not limited to: managing individual calendars, fielding phone calls and unscheduled visits, collating documents for meetings and taking minutes as required, handling confidential records and information, making door to door travel arrangements and preparing detailed itineraries, revising travel plans as required and adjusting individual calendars as required, generating expense reports and processing invoices, coordinating assistance of desktop and printer issues, drafting correspondence, generating spreadsheets and PowerPoint presentations with minimal guidance
- undertaking special projects as identified by the Executive team

### Your experience/skills may include:

- high school diploma plus three to five years' experience providing comprehensive administration support to Executives and Senior Management, and handling office management duties
- experience with Diligent Board Management Software preferred
- experience in preparing management presentations and generating complex spreadsheets
- strong written communication skills including experience drafting various professional correspondence
- track record of demonstrating initiative in addressing unexpected issues
- excellent interpersonal skills
- strong organisational skills and ability to meet tight deadlines
- proficient in Microsoft Office of suite of applications

CLOSING DATE: 13 November 2018

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

ATTENTION: Human Resources

Hardcopy applications will not be accepted.

[www.butterfieldgroup.com](http://www.butterfieldgroup.com)



**Butterfield**

THE BAHAMAS | BERMUDA | CANADA | CAYMAN ISLANDS | GUERNSEY | JERSEY | MAURITIUS | SINGAPORE | SWITZERLAND | UNITED KINGDOM

The Bank of N.T. Butterfield & Son Limited is licensed to conduct banking business by the Bermuda Monetary Authority.  
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