



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

Reporting to the Chief Financial Officer, this position is responsible providing administrative support to the Executive team, with particular support to the CFO and senior members of his management team.

Your responsibilities will include:

- managing and maintaining the CFO's daily calendar
- making door-to-door travel arrangements and preparing detailed itineraries
- generating expense reports and processing invoices
- fielding phone calls and unscheduled visits in the absence of Executives and Senior Management
- assisting with event management and planning as required
- collating documents for meetings, including Board and Committee materials as required
- assisting with preparing reports, correspondence, spreadsheets and PowerPoint presentations
- handling confidential records and information with appropriate discretion
- providing necessary support to ensure effective operation of all office equipment for the department, including coordinating service calls, purchases, installations, and training
- coordinating office moves and assign/track temporary office use by visitors and consultants
- managing corporate management conference room bookings and usage, including confirmation of meetings needs and appropriate preparation

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 in preparing management presentations and a variety of business documents
- 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 suite of applications

CLOSING DATE: 12 February 2019

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

ATTENTION: Human Resources

Hardcopy applications will not be accepted.

www.butterfieldgroup.com  

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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Butterfield