Take a step in the right direction.

At Butterfield, we provide financial services with a personal touch, we focus on results, we value relationships, and we celebrate success. If that sounds like your kind of company, then consider this opportunity to become part of a collaborative team of professionals at a world leading, independent offshore bank and trust company.

Operations Associate

The Operations Associate is responsible for performing various functions related to the creation and maintenance of credit and debit card accounts.

Your responsibilities will include:

- Entering customer and account information into various computer systems in an accurate and efficient manner, for example new client details, address changes, limit changes, account details and auto-payment instructions
- Processing financial transactions to customer accounts
- Balancing, reporting and researching out-of-balance positions
- Performing research as needed to resolve customer issues
- Maintaining documented instructions, computer records, account vouchers and files in accordance with Butterfield's policies and procedures
- Acquiring and maintaining a working knowledge of the various systems and equipment used in card services

Your qualifications and skills include:

- A minimum of three years working experience with an excellent track record of accuracy, dependability and responsibility
- Senior Secondary School Certificate
- Proficient in use of computers and the willingness to learn how to use the automated banking systems
- Excellent interpersonal communication skills
- Self-motivated, mature, reliable professional with the demonstrated ability to work effectively as a team member within a very demanding work environment to achieve positive results
- Ability and willingness to work flexible hours

Retail Banking

At Butterfield, our Retail Banking team provides products and services to meet the financial needs of individual customers and small unincorporated businesses, offering everything from chequing and savings accounts to foreign exchange, personal insurance and more. Customers access products and services through our Banking Centres and ATM network, as well as Butterfield Online. We pride ourselves on our professional approach and core values that allow us to deliver the highest level of service to our customers.

Why Butterfield?

Butterfield is a leading independent offshore bank and trust company. With more than 1,200 financial services professionals across ten international jurisdictions, the Butterfield experience is enhanced by robust learning and development opportunities, comprehensive benefits, and preferred rates on a variety of proprietary financial services. Guided by our core values—approachable, collaborative, empowered and impactful—we provide a respectful environment where the diversity of our employees and the talents and experiences they bring are celebrated and valued. With a 160-year tradition of service excellence we empower individuals to achieve their goals and make a positive impact on our business, our clients and our communities.

Does this sound like you?
All applications should be forwarded via e-mail to **resumes@butterfieldgroup.com.**

Closing date:
Tuesday 19 October, 2021

Let's start a conversation.

butterfieldgroup.com

BUTTERFIELD

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