

Careers, by BUTTERFIELD.



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 the world's leading, independent offshore bank and trust company.

Executive Assistant

Reporting to the Group Chief Financial Officer, this position is responsible for providing administrative support to the Group CFO and the Group Finance team.

Your responsibilities will include:

- Managing and maintaining the Group CFO's calendar and that of other Group Finance members, as required
- Making door-to-door travel arrangements and preparing detailed itineraries
- Generating expense reports and processing invoices
- Facilitating efficient approval of internal and external documents
- Fielding phone calls and unscheduled visits in the absence of executives and senior management
- Coordinating assistance for desktop issues
- 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
- Coordinating with other administrative team members to provide support to the Executive team and provide coverage in the Executive office
- 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 assigning/tracking temporary office use by visitors and consultants
- Coordinating meetings with both internal and external parties
- Managing corporate management conference room bookings and usage, including confirmation of meetings needed and appropriate preparation
- Coordinating local hotel bookings for overseas visitors
- Undertaking special projects as identified by the Executive
- Performing any other duties as requested by the Executive

Your qualifications and skills include:

- High school diploma plus at least three to five years' experience providing comprehensive administration support to Executives and Senior Management and handling office administrative duties
- Experience in preparing management presentations and a variety of business documents
- Strong written communication skills, including experience drafting various professional correspondences
- Track record of demonstrating initiative and flexibility in addressing unexpected issues
- Excellent interpersonal skills
- Strong organisational and multitasking skills and ability to meet tight deadlines
- Proficient in Microsoft Office suite of applications

About the team

Established in 1858, Butterfield has more than 160 years' experience in private banking. Today, as a leading provider of banking, trust, and investments services for international clients, we have operations in eight major financial centres. Our dedication to personalised proactive service and our ability to draw upon international resources in crafting unique financial solutions remain hallmarks of the Butterfield way of doing business.

Why Butterfield?

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:

Monday, 15 November, 2022

Let's start a conversation.



butterfieldgroup.com

