

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.

Corporate Secretarial Administrator

Reporting to the Assistant Vice President, Team Leader Corporate Secretarial Services, this position is responsible for day to day support of the Corporate Secretarial Services Team.

Your responsibilities will include:

- Providing quality administrative and secretarial support to the Corporate Secretarial Services Team including but not limited to filing, preparing courier packages, photocopying and organising meetings.
- Preparation of corporate documentation including company registers, secretarial and notarial certificates, annual declarations, share certificates, statutory forms, etc. for review
- Preparation and maintenance of files and onboarding of new clients ensuring all required CDD documentation is collected and on file
- Maintenance of authorised signatory listings, specimen signatures and CDD for authorised signatories of Group entities
- Preparation of CDD packs for Group entities for third parties
- Maintaining client information data bases and portfolio listings
- Liaising as required with internal departments (Compliance, Accounting and Finance, Legal, etc.) and external agencies such as the Registrar of Companies and Bermuda Monetary Authority
- Undertaking special projects as assigned by the Team Lead
- Other related duties and projects as assigned by Management

Your qualifications and skills include:

- Minimum high school diploma and five (5) years secretarial experience, prior corporate secretarial experience would be an asset
- Successful completion of Bermuda ICSA Corporate Procedures I and II or willingness to pursue
- Proficiency with Microsoft Office Suite specifically Outlook and Word; Diligent and Navision
- Ability to accurately type at least 45 wpm
- Excellent written and verbal communication skills
- Ability to multi-task, prioritise and work to tight deadlines
- Ability to work independently
- Strong organisational skills
- Knowledge of filing systems, record keeping procedures and reminder systems

About the team

Trust is a tradition at Butterfield, in every sense of the word. As the Bank's fiduciary services subsidiary, Butterfield Trust offers trust, estate, company management and custody services. Across the Group, the Butterfield Trust team assists with the formation and administration of trusts, companies and partnerships for both private and corporate clients designing solutions that meet our clients' requirements.

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, 21 November, 2022

Let's start a conversation.



butterfieldgroup.com



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