

Careers, by BUTTERFIELD.



Take a step in the right direction.

At Butterfield, we provide full-service community banking and specialised international financial services. Operating in multiple jurisdictions, we focus on results, value relationships, and celebrate success. If this 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.

Administrator – Consumer Credit

This position reports to the Assistant Vice President, Consumer Credit and provides administrative assistance to the lending team, helping to achieve departmental goals while providing a high level of customer service.

Your responsibilities will include:

- Assisting with the processing of credit transactions.
- Communicating with internal and external clientele in a professional and timely manner.
- Performing loan set up on system and paperwork for loan modifications, supporting documentation to verify that the information is complete and adheres to policies.
- Reporting and ongoing monitoring of credit approvals.
- Occasional Front Desk coverage.

Your qualifications and skills include:

- High school certificate, GCE or RSA in English & Math or recognised equivalent.
- Experience with use of PCs, skills in Word, Filemaker Pro, Microsoft Excel.
- Working knowledge of credit policies and procedures with extensive knowledge of mortgage requirements, documentation and procedures.
- Strong oral and written communications and interpersonal skills
- Demonstrated ability to be assertive and to exercise initiative
- Experience in working comfortably within a team environment that may be subject to time restraints

About the team

At Butterfield, our Personal Banking team takes the time to get to know each individual customer and fully understand their financial needs. The team offers a variety of products from chequing and saving accounts, to mortgages and personal loans, along with foreign exchange, personal insurance and more. At Butterfield it is our team's professional approach and core values that allow us to deliver our distinct service to our customers.

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:

Tuesday, 7 February, 2023

Let's start a conversation.



butterfieldgroup.com

