

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.

Trust Officer **Corporate Trust**

This position reports to the Assistant Vice President, Deputy Head of Corporate Trust and is responsible for managing a complex portfolio of Trusts and Companies, in addition to assisting with the supervision of Trust Administration employees.

Your responsibilities will include:

- interpreting Trust Deeds and related documents to develop and maximise client relationships
- acting as a Trust Company representative to beneficiaries, advisors, colleagues and employees
- developing and conducting presentations to existing and potential clients
- analysing and reporting portfolio performance and proposing remediation as needed
- establishing/maintaining a client meeting schedule to discuss portfolio, resolve concerns, etc.
- functioning as an expert resource to administrative employees, and ensuring their assigned tasks are expedited within established deadlines
- assisting with managing/developing employees as required
- performing other duties including projects as required

Your experience may include:

- Bachelors degree and a professional designation (i.e. STEP or equivalent) with seven years relevant experience in trust administration, law, accountancy, investments or banking, and/or equivalent
- expert knowledge and understanding of interpreting Trust Deeds, Wills, Bye-Laws, Investment Funds Act 2006, Bermuda pension legislation and other jurisdictions' relevant legislation
- good knowledge of banking principles and procedures
- excellent communication, client service, interpersonal, organisation, team, problem-solving and presentation skills
- proven ability to effectively manage, evaluate, and develop employees
- proficient in Microsoft Office suite of applications

Please apply by 17 October 2011 to:
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Butterfield, P.O. Box HM 195, Hamilton HM AX
Fax (441) 292 2073
resumes@bm.butterfieldgroup.com

Licensed to conduct Trust business by the Bermuda Monetary Authority

www.butterfieldgroup.com



Butterfield