

## **Job Vacancy Announcement**

### **For: Executive Assistant** **(Females are highly encouraged to apply)**

AccessBank Liberia is currently looking for a dynamic, independently working and self-driven person for the position of **Executive Assistant**. This position is located at the Head Office. The selected applicant will work with the Management Team and will report directly to the CEO.

#### **Your main responsibilities in this position will include:**

Preparing and composing of documents (writing and formatting):

- Preparing and editing correspondences, presentations, reports and other documents
- Preparing and composing of documents (writing and formatting):
- Assisting in the production of materials for high level meeting's correspondence etc.
- Operating Office machines eg. Scanner, printer, fax machine, computer, shredder etc.
- Ensuring that company's format policies are followed and recommend revision.
- Ordering and dispensing office supplies in conjunction with the Administration Department
- Assisting in the production of materials for high level meetings
- Producing reports in Word and Excel for wide distribution (will be trained in this area, but expected to become independent)
- Independently arranging and supporting guests with necessary materials, including replying without the Management Team's intervention as independence is built
- Perform other duties as required

#### **Qualifications:**

Education	:	University Graduate, Advance diploma holder, Secretarial Certificate
Experience	:	Prior banking/working experience is <b>NOT</b> required.
Computer literacy	:	Microsoft Word and Excel
Languages	:	Fluency in Written and Spoken English

Other qualifications:

- Excellent analytical skills
- Interpersonal skills, including the ability to work with different kinds of people
- Ability to communicate ideas and information (in writing and oral forms) in a clear, organized and effective manner
- Highly confidential
- Organizational skills

If you are interested and fulfill the above mentioned requirements, please send your application, as well as your cover letters and CV including testimony of all relevant documents to the Human Resources Department, AccessBank Liberia, The Microfinance Bank, 20th Street Sinkor.

**Deadline is Friday, May 26, 2017**