

The National Bank of the Virgin Islands (“the Bank”) is seeking a qualified person to fill the following full-time position:

### **EXECUTIVE ASSISTANT**

*Job Summary:* To provide high-level administrative support to the Bank’s Executive Management Team.

*Educational Requirements:* Bachelor’s Degree in Business Administration or any other related field.

*Training/Skill Requirements:* i) excellent written and verbal communication skills; ii) excellent time management skills; iii) high proficiency in Microsoft Office Tools; iv) strong organizational skills; v) good interpersonal skills; vi) tact and diplomacy; vii) efficiency and effectiveness; viii) flexibility and ability to multi-task; ix) ability to work well under pressure; x) awareness of and compliance with the legal and ethical standards established by the Laws of the Virgin Islands.

*Experience:* i) A minimum of five (5) years in an administrative role; ii) experience in Banking is an asset.

*Primary Responsibilities* include, but are not limited to:

1. Provide a high level of administrative support to the Bank’s Executive Management Team;
2. Perform clerical functions for Executives such as typing reports, memoranda, letters, and other documents;
3. Record, type and distribute minutes of meetings;
4. Function independently and execute a wide variety of routine and complex administrative duties in support of the day-to-day operations of the Executives;
5. File and retrieve corporate documents, records and reports;
6. Conduct basic research and prepare statistical reports;
7. Arrange conference calls and book meeting rooms;
8. Coordinate meetings and ensure materials are received in a timely and accurate manner by all stakeholders;
9. Maintain confidentiality when handling information requests; and
10. Perform any other duties or assist with special projects as required or assigned or as attendant to the role of Executive Assistant.

Reporting Line: Chief Operating Officer

**Submission Deadline: 24<sup>th</sup> June 2024**

**Interested persons should send their application letter and résumé ONLY via email [humanresources@nationalbank.vg](mailto:humanresources@nationalbank.vg) to the attention of:**

**Ms. Chanteé Mathavious  
Human Resources Manager  
National Bank of the Virgin Islands Limited  
P.O. Box 275  
Road Town, Tortola VG1110  
British Virgin Islands**

**Please call (284) 852-2986 if any further information or clarification is required.**