

# EXTERNAL ADVERTISEMENT VACANCY

## ADMINISTRATIVE ASSISTANT

Applications are invited from persons with suitable qualifications to fill the position of “**Administrative Assistant**” at **Republic Bank Limited, British Virgin Islands (BVI)**.

The job holder is responsible for:

The Administrative Assistant is responsible for providing high-level support to the Managing Director and Senior Management team, consistent with Republic Bank (BVI) Limited’s Service Standards and Procedures.

### **DUTIES AND RESPONSIBILITIES**

#### **Accountabilities**

- The Administrative Assistant is responsible for providing service in a support role consistent with Republic Bank’s systems and procedures.

#### **Administrative / Secretarial Duties**

- Compose correspondence of a general, confidential, and technical nature and organize management team meetings including agendas, minutes, papers, and action logs.
  - File correspondence for easy retrieval, applying the appropriate level of confidentiality to all sensitive material.
  - Plans and coordinates the Managing Director’s schedule by effectively managing potential conflicting calendar issues.
  - Liaise with senior personnel of executive offices, local management, branches, other Banks, and companies to successfully obtain, present, or discuss data/information.
  - Screen incoming telephone calls and visitors.
  - Coordinate internal and external meetings, detailed travel plans, entertainment, and agendas.
  - Track budgets and expenses for all initiatives that are associated directly with the MD, and ensure all invoices are on time.
  - Assisting with the opening and distribution of private and confidential incoming daily mail.
  - Assisting with stationery control and ordering; as well as mail preparation for the MD’s office.
  - To ensure the effective coordination and execution of the Managing Director and Senior Management team daily schedule.
  - Prepare returns, reports and correspondence accurately and promptly.
  - Assist the Human Resources Officer by correctly calculating and inputting data from the staff plan into the HRIS system
- **Maintain strict adherence to security procedures by:**
    - Maintaining keys, User ID’s and combinations consigned to his/her custody in accordance with Bank requirements.
    - Maintaining strict adherence to Bank and Branch Security Procedures and Policies, reporting any unusual occurrences or fraudulent activity to the Supervisor.

#### **Knowledge, Skills and abilities:**

- Very good organizational skills and secretarial capabilities
- Excellent interpersonal and communication skills (written and verbal).
- Good knowledge of the Bank’s operational procedures
- Ability to conduct research via the internet.

- Excellent planning, prioritisation, and time management skills.
- Excellent logistical skills for making travel arrangement and management of a complex diary.
- Good working knowledge and skills of Microsoft applications (Word, Excel, Power Point, and Outlook).
- At least five (5) years experience in the Administrative field

**EDUCATION:**

Advanced Typing Certificate  
Secretarial Qualification from a recognized institution.

Your comprehensive resume and three (3) references should be received no later than August 5, 2024 to:

**Human Resources Department  
Republic Bank (British Virgin Islands) Limited**

**P.O. Box 434, Road Town  
Tortola, VG1110**

**British Virgin Islands**

**Email: [marcia.creque-scatliffe@rfhl.com](mailto:marcia.creque-scatliffe@rfhl.com)**

**All applications received will be treated with the strictest of confidence. BV Islanders and Belongers will be given preference. We thank all interested applicants; however only shortlisted candidates will be contacted.**