



# PERSONAL ASSISTANT (PA) CORPORATE OFFICE

## The Job

- Responsible for maintaining the diary and assisting in planning appointments
- Responsible for preparing and maintaining of confidential and sensitive information
- Responsible for organizing meetings and external events
- Coordinate travel arrangements and prepare itineraries
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters etc.)
- Maintain electronic and paper records, ensuring information is organized and easily accessible
- Attend to all day to day Secretarial Functions

## The Person

- Possess around 3 years of related experience
- Previous Secretarial experience serving a Senior Professional in a Financial Institution would be an advantage
- Possess excellent interpersonal skills
- Possess excellent communication skills
- Should be a committed team player and be able to work under pressure

Please login to <https://www.ndbbank.com/careers> to apply on or before **2<sup>nd</sup> May 2023**

We will correspond only with the shortlisted applicants

 011 744 8888  [www.ndbbank.com](http://www.ndbbank.com)

A (Ika) Fitch Rating - National Development Bank PLC (PQ 27) is a licensed commercial bank supervised by the Central Bank of Sri Lanka. NDB Bank is a member of the NDB Group, the largest financial services conglomerate in Sri Lanka.

 **NDB bank**

The future is banking on us