

# BANKING ASSOCIATE / SENIOR BANKING ASSOCIATE/ JUNIOR EXECUTIVE – IT DEPARTMENT

Job holder is responsible for coordination of Administrative and secretarial functionalities to manage/coordinate special projects and constant follow ups with the VPIT and the IT team.

## THE JOB

- Support VP IT on administrative related areas.
- Conduct Audit follow ups.
- Follow up on IT Steering committee meeting and minutes.
- Making appointments and planning VP's diary.
- Maintain stationery and transport cost of the department.
- Organizing and attending meetings.
- To act as the department point of contact.
- Coordinate and assists consultants with their business/residence visa requirements.
- Prepare correspondence on VP's behalf.
- Follow up on board papers and upload approved papers to the X: folder
- Inform IT steering committee, the agenda and new time and dates of meeting well in advance.
- Follow up on action points and coordinate with internal/external auditors.

## THE PERSON

- Possess a diploma in Executive Secretaries and Administrative Assistant.
- Possess overall 8 years' of experience in secretarial functions.
- Strong problem-solving and communication skills.
- Time management skills and IT Literacy.

Please login to <https://www.ndbbank.com/careers> to apply on or before 26<sup>th</sup> April 2024.

We will correspond only with the shortlisted applicants  
"We are an equal opportunity Employer"



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Vice President Human Resources