



# 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
- Coordinating travel arrangements and preparing itineraries
- Handling and prioritizing all outgoing or incoming correspondence (e-mail, letters etc.)
- Maintaining electronic and paper records, ensuring information is organized and easily accessible
- Attending 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 4<sup>th</sup> June 2020

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"

**Vice President - Group Human Resources**



011 244 8888

[www.ndbbank.com](http://www.ndbbank.com)



**NDB bank**

Our Commitment. Your Success.