

**POSITION: EXECUTIVE ASSISTANT**

**BUSINESS UNIT: ALL**

**REPORTS TO: HEADS OF BUSINESS UNIT OR ANY OTHER DESIGNATED OFFICER**

**SALARY SCALE IN THE RANGE OF: Rs24,855.- to Rs52,370.-**

**ROLE OBJECTIVE**

The role of Executive Assistant is to support the Higher Executive Assistant in the performance of his / her duties with a view of ensuring the objectives of the Division are met in the most effective and efficient manner. The Executive Assistant will be required to perform general clerical duties.

**DUTIES AND RESPONSIBILITIES**

1. To perform general clerical duties, more particularly:
  - a) Preliminary work in respect of loan appraisal;
  - b) Preparation and scrutiny of documents, statistics, records, etc;
  - c) Arithmetical calculation;
  - d) Registry work and general correspondence;
  - e) Typing and word processing;
  - f) Data input;
  - g) Attending queries;
  - h) Receiving, interviewing and helping clients/prospective clients;
  - i) Opening, withdrawal and closure of Savings Accounts;
  - j) Computation of loan balances; and
  - k) Any other cognate duties.

**SPECIFIC COMPETENCIES**

- Computer literate and familiar with latest office tools / software
- Ability to use modern office equipment
- Communication skills
- Arithmetic abilities

**EXPERIENCE**

Prior experience in secretarial / computer studies, bookkeeping and or accounting.

## **QUALIFICATIONS**

Candidates should possess:

- A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education ‘Ordinary level’ provided that at one of the sittings passes have been obtained either (i) in five subjects including English Language with at least Grade C in at least any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at Principal level and one subject at subsidiary level as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations; and

- B. Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” OR

Equivalent qualifications to A and B above acceptable to the Board.

NOTE: Qualification at A above should have been obtained prior to qualification at B above.

Possession of qualifications in secretarial / computer studies, bookkeeping and /or accounting would be an advantage.

## **POSSIBLE TRANSFER/ POSTING**

The incumbent may be posted/ transferred to any department or division or section or unit of the Company at comparable level and where management considers he has the required competence, without any reduction in his salary.

## **WORK OUTSIDE OFFICE HOURS AND MISCELLANEOUS DUTIES**

The incumbent may be expected from time to time to work outside normal office hours including week ends and public holidays, and as and when required to undertake duties outside the scope of the Position Description but relevant to the operations of the Company that will enhance the Organisation’s ability to meet its objectives.