



Bahraini Executive Assistant

Performs a wide variety of complex secretarial and Executive assistant tasks requiring initiative, independent judgment and extensive working knowledge of the ABC Group's organization and infrastructure. Work entails dealing with political, confidential and sensitive issues requiring a high degree of discretion and tact.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives visitors and telephone calls for the Executive; ascertains nature of business and personally handles those requesting routine information, appointments and tasks; directs remainder to appropriate staff.
- Schedules appointments for, and with, the Executive; coordinates and schedules meetings; makes travel arrangements as necessary.
- Reviews and briefs for the Executive's attention news articles, reports, bulletins and other materials.
- Takes and transcribes dictation of confidential material; composes letters and memoranda for Executive's signature.
- Routes mail to proper department, as necessary; responds to routine correspondence within established guidelines; annotates and delivers non-routine correspondence to Executive.
- Maintains files and records for the Executive's Office and prepares folders in readiness for daily meetings.
- Prepares and types a variety of routine and special reports from source material in files, including confidential material.
- Coordinates meetings and prepares agendas; collects, duplicates and disseminates back up materials; attends meetings and takes notes; prepares follow-up staff instructions to be distributed to departments as required.
- Provides guidance and direction for support staff in the Executive's Office.

SUPERVISION RECEIVED AND EXERCISED

- Works under the general supervision of the Executive.
- Supervises support staff in the Executive's office, as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduate from college-level courses in business, public or office administration.
- Five or more years of professional related experience as an assistant to a Board of Directors, CEO or senior level staff member(s) or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.



KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of written business English.
- Knowledge of the Executive's Office procedures.
- Knowledge of functions and personnel procedures of the departments
- Skill in the use of shorthand or note-taking, as required by the area of assignment.
- Ability to work independently on complex and confidential tasks, compose effective and accurate correspondence, and deal with non-routine and complex tasks without recourse to supervisor.
- Ability to deal with the public in an effective and courteous manner.
- Ability to keep complex statistical records, ledgers and files and provide information correctly and concisely, orally and in writing.
- Ability to independently prepare agendas, documents, e-mails, memoranda, and related complex or confidential correspondence.
- Ability to listen and ascertain the needs of callers; ability to find and communicate accurate information concerning process, policies and procedures to customers; ability to respond to callers tactfully and courteously.
- Expertise with internet, word-processing, e-mail, document management, graphic packages and presentation utilized by the Executive
- Ability to remain calm and focused and perform well under pressure
- Ability to be flexible and juggle multiple priorities
- Flexibility in working overtime through lunch break, evenings and weekends

Please send your CV and cover letter, stating the position you are applying for, to Human Resources at ABC by email to jobs@arabbanking.com

Arab Banking Corporation (B.S.C.)
Manama, Kingdom of Bahrain
Website: <http://www.arabbanking.com>