**BANKERS ASSOCIATION OF MALAWI**

**We are Hiring**

**Position:** Executive Assistant

**Location:** Blantyre

**Reporting to:** Chief Executive Officer

**About Us:** The Bankers Association of Malawi(BAM) is an umbrella body of its member banks and discount house. BAM is the forefront of the financial sector, committed to fostering growth and excellence within the industry.

BAM is inviting suitably qualified and experienced persons to apply for the position of Executive Assistant and play a pivotal role in supporting our senior executives and ensuring the smooth operation of our organization.

**Job Summary:** As the Executive Assistant, you will provide comprehensive administrative and operational support to our Executive Team, enhancing their productivity and contributing to the overall efficiency of our operations.

**Responsibilities:**

1. Work closely with the Executive Team to manage daily work routines effectively.
2. Maintain the Chief Executive Officer’s (CEO) calendar, schedule meetings, appointments, and travel arrangements with precision.
3. Act as a liaison between the CEO and staff, handling calls, visitors, and inquiries with professionalism.
4. Coordinate with other departments and play a key role in project and program management.
5. Assist in the development of presentations and papers for internal and external audiences.
6. Prioritize and redirect matters appropriately, ensuring timely follow-up on critical issues.
7. Handle administrative tasks such as printing, filing, and email management efficiently.
8. Manage stores and petty cash, including preparing and reconciling expense reports.
9. Maintain confidentiality and handle sensitive information discreetly.
10. Attend meetings, take notes, and prepare minutes and summaries as required.
11. Support special projects and initiatives as assigned.
12. Other additional and/or alternative duties as assigned from time to time, including supporting other departments or Executives as needed.

**Requirements:**

1. Diploma in Secretarial Management/Studies with at least 3 years of relevant experience.
2. Aged between 25 and 35 years.
3. Proven experience supporting senior executives or teams.
4. Proficiency in Microsoft Office Suite (Outlook, Word, PowerPoint, Excel).
5. Strong organizational, time management, and decision-making skills.
6. Excellent communication, writing, editing, and proofreading abilities.
7. Ability to work collaboratively and cultivate positive relationships across the organization.

**How to Apply:** Interested candidates who meet the above requirements are encouraged to apply by submitting their applications to recruitment@bankers.mw or by post to Bankers Association of Malawi, P.O. Box 1359, BLANTYRE. Please mark your application clearly as "EXECUTIVE ASSISTANT." Applications must be received by 17th May 2024. Only shortlisted candidates will be contacted.

**Bankers Association of Malawi is an Equal Opportunity Employer.**