

## VACANCY

### EXECUTIVE ASSISTANT

#### QUALIFICATIONS & KEY COMPETENCIES

- Bachelor's degree in Business Administration or a related area.
- Five (5) years' experience in administration, with at least three years' providing administrative support at the executive level.
- Financial analytic and research skills
- Thorough knowledge of the Credit Union's goals, functions and operations.
- Thorough knowledge of the Credit Union's policies and procedures.
- Understanding of financial management and accounting principles.
- Advanced level of proficiency in all areas of Microsoft Office.
- Excellent customer service attitude.
- Excellent oral and written communication skills.
- Very good planning and organizing skills.
- Very good problem solving skills.
- Good supervisory skills.

#### KEY DUTIES AND RESPONSIBILITIES

1. Manage the Chief Executive Officer's diary and appointments, ensuring effective use of time and preparation of documents and information in advance.
2. Manage incoming and outgoing mail, emails, telephone calls and correspondence, including re-directing to appropriate person or taking other action as appropriate.
3. Draft correspondence for the Chief Executive Officer as required.
4. Prepare monthly reports, presentations; proposals and other correspondence for the Chief Executive Officer, undertaking research were required.
5. Carry out a range of administrative tasks including, but not limited to, photocopying, filing, sending faxes and making travel arrangements
6. Manage electronic and paper filing systems.
7. Organize internal and external meetings including, but not limited to, booking venues, arranging accommodation and taking minutes as required.

8. Make arrangements for Board Meetings, in consultation with the Chief Executive Officer.
9. Prepare agendas and reports for Board meetings.
10. Act as Recording Secretary for Board and Committee meetings and prepare full minutes.
11. Undertake projects from time to time on behalf of the Chief Executive Officer.
12. Monitor and appraise the performance of direct report.

Applications should be submitted to the **Human Resources & Administration Manager** no later than **Friday, September 14, 2018**. Please send email to [careers@cwjcu.com](mailto:careers@cwjcu.com)

**We thank all applicants for their interest, however only short listed candidates will be contacted.**