

EXECUTIVE ASSISTANT TO SENIOR VICE PRESIDENT PERSONAL BANKING & NETWORK MANAGEMENT

This role supports the Senior Vice President – Personal Banking & Network Management by providing day-to-day administrative assistance, managing schedules, coordinating meetings, and handling internal communications. We are seeking an Executive Assistant who ensures a smooth workflow and delivers timely support to empower effective leadership and drive organizational success.

THE JOB

- Responsible for all administrative and secretarial functions of the SVP, including handling confidential information and maintaining the diaries of SVP and VPs.
- Co-ordinate with the branches to submit the information to relevant authorities on time and assist in replying clients' complaints on time.
- Preparation of MIS (measured by Accuracy of the MIS), preparing monthly statements, and maintaining registers, maintaining/coordinating & reporting of all return from Retail Banking Unit.
- Maintain the records of meetings and arranging of logistic for the line SVP and VPs, while coordinating day-to-day functions and Scheduling of branch visits.
- Manage SVP/ VPs' special assignments, month-end payments, and focus on Cost optimization within the unit stationery usage.

THE PERSON

- Possess 2 years of banking experience.
- Previous Secretarial experience in a Financial company would be an advantage.
- Possess good Interpersonal skills.
- Possess good Communication and Organizational skills.
- Possess good knowledge on MS Office.
- Should be a committed team player and be able to work under pressure.

The position is at Junior Executive Level.

Please login to <https://www.ndbbank.com/careers> to apply on or before 10th November 2025.

We will correspond only with the shortlisted applicants
"We are an equal opportunity Employer"



 **NDB bank**

The future is banking on us

Vice President Human Resources