



Example of Banking Assistant Job Description

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Our company is growing rapidly and is looking to fill the role of banking assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for banking assistant

- Maintain distribution list(s) and ensure they are kept up to date
- Co-ordinate with Third Parties the organization of conferences/ schedules/ itineraries
- Work closely with other executive assistants in the organization to ensure effective organization of events
- Provide administrative back-up to other executive assistants during vacation and other absences
- Review & approve Travel & Entertainment reports using the on-line Concur system
- Review of physical and network security access, quarterly review access as required by compliance
- Act as a training officer for the floor, maintaining records of all training completed
- Support specific global initiatives or regional projects as needed
- Managing new starter process for new hires- onboarding and offboarding
- Be the first point of contact for all staff in your teams, Business Management, HR, facilities, etc

Qualifications for banking assistant

- 5 years+ previous experience as an Administrative Assistant supporting executive level (Director, VP, C level)
- Minimum 6 years experience relevant experience in a role supporting a team

- Highly developed analytical and interpretive reasoning, able to produce complex analysis and content in aesthetically pleasing and digestible format
- The active technical background necessary to facilitate the actual preparation of such analysis and reporting
- Strong communication and organisational skills, and ability to engage productively with senior management
- Ability to work collaboratively to tight deadlines with minimum direct supervision and the flexibility to work extended hours when required