



Example of Banking Assistant Job Description

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Our innovative and growing company is hiring for a banking assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for banking assistant

- Act as liaison with headquarters office for office procedures and policies
- Proactive Assistance of schedules using Microsoft Outlook, ensuring accuracy of details at all times and collating all relevant paperwork in a timely manner
- Maintain stationary
- Accurate monitoring of telephone lines and assistance with on-going problems/queries and taking messages
- Proactive involvement of projects on an adhoc basis
- Open post and handle correspondence where appropriate
- Processing expenses claims
- Assist with arrangement of meetings, conference calls and internal and external clients
- Be the first point of contact for all staff in your teams, Business Management, HR, facilities and administrative counterparts
- Book all facets of travel

Qualifications for banking assistant

- Excellent IT skills (including Lotus notes / Outlook, Word, Excel, and PowerPoint)
- Ability to handle confidential information and use discretion with sensitive issues
- The ability to work calmly, effectively and efficiently in a fast paced, demanding and often pressurised environment
- Aware of highly sensitive documentation / situations and act accordingly

- Thorough and timely with all administrative responsibilities, T&Es, Artemis and Amex reconciliation statements