



VACANCY NOTICE

The Barbados Deposit Insurance Corporation (BDIC) is inviting suitably qualified and motivated persons to submit applications for role of **Personal Assistant / Secretary**.

About the Corporation:

The BDIC is an independent statutory body, established under the Deposit Insurance Act 2006-29, to administer the deposit insurance fund and provide protection, up to the insured limit, against the loss of insured deposits. The corporation's main objectives include protecting depositors by providing an orderly means of compensation in the event of failure of an insured institution and contributing towards the stability and public confidence in the country's financial system.

About the role:

JOB TITLE: Personal Assistant / Secretary

REPORTS TO: Chief Executive Officer

JOB SUMMARY: To provide support to the office of the CEO by handling information requests and clerical functions such as preparing correspondence, receiving visitors, setting up meetings and conferences, maintaining efficient filing systems.

KEY OPERATIONAL DUTIES AND RESPONSIBILITIES:

- Processes incoming and outgoing correspondence and maintaind an efficient office calendar and events schedule.
- Maintains an efficient filing and mail distribution system.
- Drafts and prepares correspondence for approval and signature
- Handles telephone calls, appointments, travel, meetings and other arrangements for CEO's office
- Provides general support for the BDIC office team and assisting with stakeholder events as needed.
- Takes minutes and assists with the compilation of reports and presentations.

The ideal Candidate should possess the following:

- Certified Administrative Professional (CAP) certification or Professional certification in Administrative studies, Business or related field from a recognized institution.
- At least five (5) years of proven experience in a similar secretarial position is essential.
- Demonstrated proficiency of Microsoft Office applications

Applications with detailed curriculum vitae, should be sent via email to: vacancies@bdic.org.bb and should be received no later than 31 July 2024 and addressed to:

**Chief Executive Officer
Barbados Deposit Insurance Corporation
5th Floor, Tom Adams Financial Centre
Bridgetown, BARBADOS**

Only suitable applications will be acknowledged.