

BANKING ASSOCIATE / SENIOR BANKING ASSOCIATE – SECRETARY TO VP-HR

We are seeking a highly organized and proactive Secretary to assist VP-HR in administration and day to day functions of the department, which in turns ensures an efficient service to the management of the bank. We offer a competitive salary and benefits package with opportunity for professional development in a collaborative and supportive work environment.

THE JOB

- Provide comprehensive administrative support to the Head of Department, managing schedules, appointments, meetings, conferences, client functions and event management.
- Assist in the development and implementation of HR policies and procedures.
- Supporting HR management to maintain and ensure data and information accuracy in the HR related staff intranet links.
- Maintain Department stationery / Overhead Costs.
- Prepare reports and presentations for HR meetings and initiatives.
- Support employee engagement activities and training programs.
- Assist in Employee Relations activities.
- Liaising with Compliance Department and Central Bank of Sri Lanka in Key Management Personnel / Treasury Staff Information Management.
- Liaising with Finance Department on KMP related party information and assisting in collating the personal details of KMPs of the Bank and their close relatives on a quarterly basis.
- Carrying out general secretarial work such as drafting and dispatching letters, filling of documentation and record keeping etc.
- Assist in Internal Customer Service initiative and other relevant HR activities.
- Act as a point of contact for employee inquiries and assist with various HR projects.

THE PERSON

- Possess Full / Part qualification in HR, Banking, Management or in the Secretarial field.
- Proven experience in administrative role, preferably within HR.
- Strong organizational skills with the ability to multitask and prioritize effectively.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite and preferably in HR software.
- Displays exceptional attention to detail and accuracy.
- A positive attitude and a commitment to confidentiality and professionalism.

Please login to <https://www.ndbbank.com/careers> to apply on or before 29th October 2024.

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



Vice President Human Resources