



ABC Capital Bank Ltd. is looking for an **Executive Assistant**.

ABC Capital Bank started its journey in 1993, as a Micro Finance Institution trading as Capital Finance Corporation Limited (CFC Ltd) and moved through a transformation into a Commercial Bank licensed and regulated by the Bank of Uganda under the Financial Institutions Act 2004.

With a vision 'to be a Digital Bank that reaches masses through advanced technology' ABC will be focusing on implementing a strong digital strategy targeting the mass market.

Job Summary:

ABC Capital Bank Ltd. is seeking a highly skilled and experienced Executive Assistant to provide administrative support to the CEO & ED.

The ideal candidate will be organized, proactive, and able to handle a wide range of administrative and executive support tasks efficiently.

Key Responsibilities:

- Manage and maintain executives' schedules, appointments, and travel arrangements.
- Liaise with other departments and external stakeholders on behalf of the executives.
- Coordinate executive meetings, take minutes, and follow up on action items.
- Handle confidential information with discretion and professionalism.
- Prepare and organize reports, presentations, memos, and correspondence.
- Act as a point of contact between executives, employees, clients, and other external partners.
- Assist in planning and organizing corporate events, functions, and meetings.
- Conduct research, compile data, and prepare documents for meetings and presentations.
- Manage executive expenses, reimbursements, and budget tracking.
- Provide general administrative support such as answering phone calls, responding to emails, and maintaining office supplies.

Qualifications and Skills:

- Bachelor's degree in Business Administration, Secretarial Studies, or related field.
- Proven experience as an Executive Assistant or similar role supporting senior executives.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Proficient in MS Office Suite and other relevant software.
- Ability to work independently, with minimal supervision, and under pressure.
- High level of professionalism and discretion.
- Strong problem-solving and decision-making abilities.
- Knowledge of banking or financial services industry would be an advantage.
- Fluent in English, both written and spoken.

Additional Information:

- This position may require occasional work outside of normal business hours.
- The Executive Assistant will report directly to the CEO.
- ABC Capital Bank Ltd. offers competitive compensation and benefits package.

Any other duties as may be assigned:

Other duties may be assigned as needed to meet the evolving needs of the bank's electronic banking operations.

Application Process:

Interested candidates meeting the above requirements are encouraged to submit their updated CV and a cover letter to ABC Capital Bank Ltd. for consideration on recruitment@abccapitalbank.co.ug

Shortlisted candidates will be contacted for further assessment and interviews.

Deadline for Application is **June 28th 2024**.

ABC Capital Bank Ltd. is an equal opportunity employer committed to promoting diversity and inclusion in the workplace.