

Office Coordinator

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Company: Tanqeeb

Location: Bahrain

Category: other-general

Job Purpose:

This role is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency of ila Bank.

This position proactively supports the ila Bank management team and contributes to the overall effectiveness of the Department in order to ensure a consistent, collaborative and customer centric delivery service.

To provide a comprehensive secretarial and administrative function to the ila Bank management.

Principle Responsibilities, Accountabilities and Deliverables of Role:

Manages office staff functions, directs and coordinates all activities and details of ila Bank including, but not limited to, notice of meetings, agendas, consolidation and/or preparation of all materials for consideration, logistical arrangements, minutes and meeting notes.

Composes and reviews correspondence in response to inquiries from senior management and others for review, approval and signature.

Drafts and/or authors material for ila Bank activities and/or records as required.

Prepares and disseminates all documents and communications to senior management, committees, staff and external organizations as appropriate.

Manages the team's calendar for monthly, quarterly, semi-annual and annual returns of a regulatory, financial or any other nature.

Liaise with building facilities management when appropriate to ensure a smooth running of the Bank's premises.

Conducts background research of proposed items, reviewing to determine if additional information needs to be provided, and reviews for key issues to be reported for discussion.

Coordinates with senior executives and other staff to compile information for Committee meetings or weekly reports as necessary.

Ensures an orderly flow of information to all concerned internal and external parties on ila Bank related business.

Conducts self in an appropriate manner as a representative of ila Bank and works effectively in a diverse and multi-cultural work environment.

Interacts directly with senior management, outside agencies, governmental entities and organizations to accomplish ila Bank related tasks and to receive any incoming requests.

Oversees files and records for ila Bank and prepares folders in readiness for daily, weekly and monthly meetings.

Prepares and types a variety of routine and special reports from source material in files, including confidential material.

Monitors the progress of all action items as appropriate and advises the management of ila Bank of progress.

Assist with a wide range of ad hoc projects as assigned by the ila Bank management.

Experience

A minimum of 5 years of experience in banking or related area.

Progressively responsible senior administrative experience, including working directly with executives.

Proven ability to organize, plan, schedule, determine priorities and meet deadlines.

Education :

Bachelors Degree

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