



EXTERNAL JOB VACANCY ANNOUNCEMENT

AccessBank Liberia Limited (ABL) is a fully-fledged commercial bank, offering in a transparent, professional and sustainable way appropriate financial services to the general lower and middle income strata of the Liberian population with special focus on micro and small entrepreneurs. Our shareholders are multinational entities including AccessHolding, International Finance Corporation (IFC), African Development Bank and European Investment Bank.

AccessBank Liberia is currently looking for qualified Liberian to fill the position of
Credit Administrative Assistant

This is a Head Office position. The main responsibilities which include but not limited to **render General Assistance to the Credit department** by:

- Preparing the Operational Reporting and regular update
- Preparing the Presentations which reflect visualization of the business statistical analysis.
- Preparing the drafts of the documentation related to Credit Business activity
- Interacts and coordinates with the IT department of the bank and other related parties (internal/external) to implement the decisions and instructions of the management;
- Preparing other responsibilities assigned by your supervisors

Minimum requirements & qualifications:

- Minimum Educational level: Tertiary;
- Computer literacy: proficient in use of Microsoft office software (Word, Excel, Outlook and PowerPoint), myMBS and other IT support systems applied in ABL;
- Strong analytical and technical aptitude. Accuracy and solid attention to detail;
- Professional, ethical and discretion when dealing with confidential information;
- Strong communication (verbal and written) and interpersonal skills;
- Committed, responsible and able to work under pressure and limited time frames;
- Ability to carry out the work on an independent basis as well as in working groups and teams;
- Good planning and organizing skills;

Additional desirable characteristics of candidates: dynamic, self-motivated, creative, strongly interested in other people's development

If you are interested and fulfill the above mentioned requirements, please send your application, as well as your cover letters and CV including testimony of all relevant documents to the Human Resources Department, AccessBank Liberia, 20th Street Sinkor, Monrovia-Liberia or hr@accessbank.com.lr.

Please note that only short-listed candidates will be contacted!

Deadline is Tuesday January 15, 2019