

Secretary to the Management Office

Posting Date: 2 April 2024

Location: Istanbul, Türkiye

Contract Type: Fixed-term

Contract Length: 1 year (renewable upon satisfactory performance)

Posting End Date: 17 April 2024

About the Bank

The Economic Cooperation Organization Trade and Development Bank (ETDB), is an international financial institution with headquarters in İstanbul, Türkiye, was established with the vision of becoming the financial pillar of economic cooperation among all Economic Cooperation Organization (ECO) member states by fostering sustainable development and integration.

About the Job

The Secretary will provide administrative and operational support to the Management (President or Vice-President).

Required Skills and Experience

Candidates must possess the following:

- Minimum 2 years related work experience, preferably gained in an international/multicultural environment.
- Excellent command of written and spoken English.
- Strong communication skills.
- Bachelor's or associate degree would be preferred.

Job Description

Key responsibilities of the Secretary include:

- Working closely with the Management to facilitate their daily work routine.
- Composing and preparing letters for routine correspondence, ready for the Management's signature.
- Serving as a liaison between the Management, Bank staff, and the public. This involves receiving and screening phone calls, taking messages, and directing calls appropriately for resolution.
- Managing the Management's diaries. This includes scheduling meetings, appointments, speaking arrangements, and preparing the relevant documents/dossiers.
- Assisting the Management in the development of presentations and white papers for internal and external audiences.
- Providing translation services when required.
- Welcoming and directing guests of the Management.
- Making business travel arrangements of the Management. This includes arranging accommodation and transportation, and preparing itineraries and relevant documents.

- Determining the priority of matters for the Management's attention, handling matters personally as appropriate.
- Keeping the Management informed of time-sensitive and priority issues, ensuring appropriate follow-up.
- Handling printing, faxing, mail/overnight packages, copying, and email/messages.
- Filing and archiving all official correspondences of the Management.
- Managing, filing, archiving, recording, and circulating all incoming and outgoing documents of the Bank.
- Performing other additional and/or alternative duties as assigned, including supporting other departments or Management as needed.

Application

Candidates are expected to send their CVs to "HR@etdb.org".