

Job Description for Administrative Assistant - Zambia Office

Reporting to the Field Office Underwriter/Regional Representative, the Administrative Assistant will be responsible for providing administrative and secretarial services to the Underwriting Department in a Region.

The Administrative Assistant will perform in particular the following functions and duties:

- Draft minutes during meetings and undertake a follow-up action as may be required from meetings;
- Assist the Underwriters in creating documents, letters, spreadsheets and power point presentations;
- Prepare and distribute memos and documents;
- Receive and circulate electronic Underwriting reports through approvers;
- Prepare and monitor pipeline deals for the Underwriting team;
- Receive, allocate and log enquiries in the Underwriting System;
- Generate Policy Numbers from the Underwriting System;
- Attend to visitors, telephone calls, mail, and their follow-ups as may be necessary in the Underwriters office;
- Dispatch outgoing mail and internal communication from the Underwriter's office;
- Manage domestic and international travel arrangements for the Underwriter's office;
- Support the communications team in organizing any in-country missions or wherever required manage ATI's marketing activities;
- Organize and maintain electronic and paper files for the Underwriter's office;
- Manage Office Expenses and Petty Cash;
- Synchronize calendars and appointments for the Underwriter; and
- Perform any other duty as may be required by the supervisor.

Qualifications & Skills

- A Bachelor's degree in secretarial studies or office management or business administration, or other relevant qualification;
- A minimum of four (4) years of experience as an Administrative Assistant in a banking, insurance or commercial environment;
- Ability to draft memos and letters with minimum or no supervision;
- Ability to prioritize tasks, work under pressure and meet urgent deadlines;
- Excellent communication (oral, written, presentation) and interpersonal skills;
- Ability to work in a multi-cultural environment;
- Proficiency in MS Office suite of packages;
- Demonstrate ATIDI's core values - unity of purpose, customer first approach, integrity, getting it first the right time and creativity; and
- French language competency will be an added advantage.

