



African Trade Insurance Agency
Agence pour l'Assurance du Commerce en Afrique

BI-LINGUAL ADMINISTRATIVE ASSISTANT

Detailed Job description and duties

Under the supervision of the Regional Underwriter, you will perform the following functions and duties:

- To act as a translator during meetings attended by the Regional Underwriter
- To translate documents from English to French and French to English accurately and professionally
- To draft minutes, write letters, and undertake any follow-up action as may be required from meetings
- Prepare, keep and update files as necessary
- Assist the Regional Underwriter in creating documents, letters, spreadsheets and power point presentations
- Prepare and distribute memos and documents
- To dispatch outgoing mail and internal communication from the Underwriter's office in the required language
- To ensure that all incoming calls are handled and directed appropriately;
- To receive and direct visitors, maintaining visitors' log, and follow-ups as may be necessary in the Underwriters office;
- Sort incoming and outgoing mail keeping records in the log book;
- To keep an accurate and up-to-date record of all official and personal calls made through the switchboard;
- To manage the reception area of ATI offices and supervise the cleaning thereof and to ensure that the office is clean and presentable;
- To assist the Accountant with monthly reconciliation of bills;
- To co-ordinate driver and courier services including the driver's log sheets and vehicle utilization schedules;
- To monitor and report on the performance of the switchboard;
- To assist in office logistics including travel arrangements, assist during events etc ;
- To assist in the co-ordination of driver movement,
- To perform such other duties as may be assigned to you from time to time.

Qualifications

- Excellent written and oral communication skills in French and English;
- A minimum of secondary/high school certificate;
- Relevant certificate/diploma course in service delivery and customer management
- At least four years of experience as a Receptionist/ Administrative Assistant in a banking, insurance or commercial environment; preferably in an international organization;
- Excellent computer skills including advanced proficiency in Microsoft Office, Word, Excel and Outlook;
- Undoubted integrity and ability to maintain strict confidentiality;
- Good communications and inter-personal skills
- Used to work in a performance driven environment

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ATI's Offer

Salary range: The salary range for this position is US\$ 8,820-12,000 per annum tax free (Other benefits apply). The salary is negotiable depending upon academic qualifications, the responsibilities of the position and the experience of the candidate

ATI reserves the right not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description.

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