



VACANCY NOTICE

Position: Assistant Manager, Board Relations (Office of the Director)

The National Insurance Board is inviting suitably qualified candidates to submit applications for the position of **Assistant Manager, Board Relations (Office of the Director)**.

Job Summary

Organize and coordinate administrative duties and operational matters to support the smooth functioning of the Board and its sub-committees. Ensure a professional and pleasant work environment (customer service) by providing dynamic, sensitive and responsive care to internal and external customers.

Responsibilities

1. Prepare, compile, and disseminate such information as directed by the Secretary to the Board.
2. Oversee the logistics for all Board and Committee meetings (advise Security of all Board meetings; send notices for meetings, arrange meals, prepare manual copies of Board Books, organize Board Member's travel).
3. Organize the procurement of tools required for Board members.
4. Record and transcribe detailed minutes of assigned meetings as necessary within the established time frame.
5. Upload meeting books to the designated software.
6. Research Board Papers as the need arises.
7. Assist Board Chairman, Director and Secretary to Board as the need arises.
8. Maintain the privacy and confidentiality of Board matters.
9. Prepare payment request for Board Members when required.
10. Assist with Customer inquiries that are directed to the Chairman's or Director's Office.
11. Assist with logging and distribution of correspondences into and out of the Director's Office.
12. Assist with registry operations (research/securing of highly confidential files).
13. Respond to mail messages and other essential correspondences.
14. Carry out other duties consistent with the job title as may be required or assigned.

Qualifications

- A Bachelor's Degree in Business Administration or related field, plus a minimum of five (5) year's experience in an administrative/supervisory capacity.
- Strong organizational and time-management skills.
- Strong written and oral communication skills.
- Excellent computer skills and proficiency with MS Office suite software.

APPLICATION

Interested persons may apply by submitting a cover letter with the subject **Assistant Manager – Board Relations (Office of the Director)** and resume, along with the necessary proof of qualifications marked **private and confidential** to:

**Assistant Manager, Recruitment
Human Resources
The National Insurance Board
Clifford Darling Complex
Nassau, Bahamas**
Or via e-mail: apply@nib-bahamas.com