



About FCM Bank

FCM Bank Limited, established in 2010, is the fastest growing corporate bank in Malta. It is proud to offer simple and straightforward best-in-class products to its customers while providing the best customer service possible.

FCM Bank is committed to building a culture where all employees are valued, respected and opinions count. We take pride in providing a workplace that fosters continuous professional development and opportunities to grow within an inclusive and diverse environment.

We have recently opened the position of **Executive Assistant to the CEO** and are seeking a talented individual with a demonstrable record of accomplishment to join our dynamic team of professionals.

Responsibilities

Executive Support

Assists the CEO with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings.

Communicates with the general staff on the CEO's behalf and coordinates logistics with high-level meetings both internally and externally. Coordinates meetings and strategic activities.

HR Support

Administratively supports HR director (recruiting support, documents formatting, surveys set up and other administrative tasks), drafts emails and other PRB correspondence as directed.

Board Support and Liaison

Coordinates Executive and Board meetings, maintains confidential files and contact information; coordinates meetings, conferences, and committees both on and off site to support the President's agenda.

Secondary Responsibilities:

Provide assistance as needed to front desk operations to include but is not limited to, answering phones, accepting package and other deliveries, lunchtime relief, and greeting and signing in visitors/guests.

Performs other duties as assigned.

Accountabilities

Position reports to the Head of the Branch and works directly with the CEO.

Works directly with senior level staff and HR both internally and externally.



Required education, skills and experience

- Bachelor's degree or equivalent experience with financial background and an interest in banking.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Experience from providing support for upper-level management in a related organization is an asset.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members and external partners.
- Proficiency in Windows, including MS Word, EXCEL and PowerPoint.
- Ability to learn new software such as Temenos, Sales Force etc.
- Ability to conduct research and present data in a succinct and well-written manner.
- Ability to work independently and with professional discretion.
- Excellent writing, editing, grammatical, organizational, and research skills.
- Knowledge of English language is a must, knowledge of German is helpful.
- Excellent management, time-management, and problem-solving skills.

How to Apply

If you are interested in being considered for this post, please send a covering letter and CV to vacancy@fcmbank.com.mt.