

## PA Head of Legal at Equity Bank Kenya

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

### Job Description

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Equity Bank Limited (The “Bank”) is incorporated, registered under the Kenyan Companies Act Cap and domiciled in Kenya. The address of the Bank’s registered office is 9th Floor, Equity Centre, P.O. Box – Nairobi. The Bank is licensed under the Kenya Banking Act (Chapter ), and continues to offer retail banking, microfinance and related services. The Bank has subsidiaries in Kenya, Uganda, South Sudan, Rwanda and Tanzania. Its shares are listed on the Nairobi Securities Exchange and Uganda Securities Exchange. Equity Bank was founded as Equity Building Society (EBS) in October and was originally a provider of mortgage financing for the majority of customers who fell into the low income population.

### Summary

Equity Bank is one of the region’s leading banks whose purpose is to transform the lives and livelihoods of the people of Africa socially and economically by availing them modern and inclusive financial services that maximize their opportunities. With a strong footprint in Kenya, Uganda, Tanzania, Rwanda, South Sudan and DRC Congo, Equity Bank is now home to over 12 million customers – the largest customer base in Africa. Currently the Bank is seeking additional talent to serve in the role outlined below.

### Key Accountabilities

Coordination of meetings

Taking minutes of certain meetings

Responding to emails especially as the time in meetings is causing delay in email and phone responses.

Diary management for teams in Head of Legal

Liaison with various stakeholders

### **Qualifications**

Business Administration degree preferred. 5+ years' work experience as an Executive Assistant and/or Administrative Assistant role in a fast-paced environment with senior management.

Excellent prioritization, organization, and time management skills.

Excellent planning and logistical skills.

Excellent interpersonal skills, exhibiting grace under pressure.

Excellent communication skills; written and spoken.

Proficient in MS Office applications (PowerPoint, Word, Excel, Office and SharePoint).

Detail-oriented with a demonstrated ability to produce high quality work consistently and effectively.

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