



**FSM DEVELOPMENT BANK
CORPORATE OFFICE**

P.O. BOX M

KOLONIA, POHNPEI FM 96941

Tel. (691) 320-2840/2419/5300/5223/2624 Fax. (691) 320-2842

Email: info@fsmdb.fm/Website: www.fsmdb.fm

Opening Date: March 3, 2023

Closing Date: April 3, 2023

POSITION ANNOUNCEMENT NO. 2023-001

It is the policy of the FSM Development bank that FSM citizens be given first priority for employment consideration, with other Micronesians, U.S. citizens, and other nationals utilized in positions for which no qualified citizens are available.

POSITION: Executive Assistant

**LOCATION: FSM Development Bank- Headquarters
Kolonias, Pohnpei FSM**

SALARY: \$ 16,000.00 per annum

General Duties and Responsibilities (Illustrative only):

Provides clerical, procedural, and administrative support functions to the President such as the following:

1. Assist with telephone calls and visitors
2. Maintain the President/CEO's calendar
3. Process requests for information concerning the Bank's business and services that can be compiled from files, databases, or using personal knowledge of the organization.
4. Receive incoming correspondence and reports and draft replies to general inquiries; review outgoing correspondence for procedural and grammatical accuracy, conformance with general policy, appropriate facts, and adequacy of treatment; advise the author of any deviations or inadequacies.
5. Make travel arrangements for Bank travel purposes.
6. Prepare documents for Board of Directors and Shareholders meetings and take minutes of such meetings.
7. Assist in the preparation of manual revisions and other reports.
8. Manage the office supplies stock and place orders, coordinate vehicle insurance, registrations and maintenance.
9. Perform other duties and projects as assigned.

Qualification Requirements: Associate's degree (A.A.) or equivalent from two-year college or technical school; plus, one to three years of administrative work or related experience and/or training; Proficient with Microsoft Office.

Filing Instructions: All applications, curriculum vitae, and at least three (3) letters of reference shall be completed and submitted to: FSMDB Corporate Office in Kolonia, Pohnpei, or any of the FSMDB Branch offices in Chuuk, Kosrae and Yap State. You may mail to: FSM Development Bank HQ, P.O. Box M, Kolonia, Pohnpei FM 96941; or fax to 320-2842; or send by email to: info@fsmdb.fm, on or before April 3, 2023. Application forms are available at any of the FSMDB offices and website: www.fsmdb.fm