



EASTERN CARIBBEAN SECURITIES EXCHANGE LIMITED

VACANCY

Applications are invited from suitably qualified individuals to fill the position of **Executive Assistant** at the Eastern Caribbean Securities Exchange (ECSE), Basseterre, St. Kitts.

Job Summary:

The primary responsibilities of the Executive Assistant are to provide high-level executive, administrative and coordination support to the Chief Executive Officer (CEO), while supporting corporate communications. The role also provides general administrative and logistical support across the ECSE Group as required to facilitate the efficient execution of business activities.

Responsibilities:

The primary responsibilities of this position include:

- Provide comprehensive administrative and executive support to the CEO, including calendar management, correspondence preparation and distribution, meeting coordination, travel arrangements and follow-up on assigned priorities.
- Provide general administrative and logistical support across the ECSE Group to facilitate effective execution of business activities and maintain effective records and documentation; Coordinate office supplies, ensuring that essential resources are available to support business operations;
- Support the development and execution of ECSE's corporate communications strategy, including drafting and coordinating press releases, announcements, internal communications, website and social media content, and other corporate communications materials;
- Assist in ensuring consistency, accuracy, and professionalism in ECSE's corporate messaging and brand presentation;
- Support corporate events, stakeholder engagements, outreach activities and initiatives that enhance the organization's visibility and corporate image; and
- Perform other duties related to the position as assigned by the CEO.

Requirements-

Qualifications:

- Bachelor's Degree in Business Administration, Management, Communications, Office Administration or related field.
- A minimum of 5 years' relevant experience in an Executive Assistant, Corporate Communications or a similar role preferably within a financial institution.
- Proficiency in Microsoft Office Suite and familiarity with digital communications platforms.

Skills:

- Excellent written and verbal communications and interpersonal skills;

- Strong organizational, time-management and prioritization skills;
- Attention to detail, accuracy and the ability to manage multiple priorities;
- Initiative, professionalism, sound judgement and the ability to anticipate and respond to organizational needs;
- Discretion and the ability to handle confidential information;
- A high level of integrity;
- Creativity and an understanding of effective corporate communications;
- A collaborative, flexible and service-oriented approach.

Salary

Salary will be commensurate with qualifications and experience.

Interested persons should submit a completed “ECSE Application for Employment” form (available on the ECSE’s website - www.ecseonline.com), together with their curriculum vitae, **two (2)** original references, and **certified** copies of certificates, to recruitment@ecseonline.com for the attention of:

**The Chief Executive Officer
Eastern Caribbean Securities Exchange
P.O. Box 94
Basseterre
St. Kitts**

To reach no later than **14 October 2026**