



PNB Capital and Investment Corporation is the wholly-owned investment house subsidiary of Philippine National Bank which provides a full range of investment banking services such as loan syndications, retail bond offerings, private placement of shares, public offering of shares, securitization, and financial advisory including liability management, corporate restructuring, pre-IPO preparation, and mergers and acquisitions advisory.

PNB Capital is an active investment house in the market having led some of the major fund-raising deals in the country. We are currently looking for candidates for the positions indicated below:

EXECUTIVE ASSISTANT

Job Description Summary:

- Responsible for supporting high-level executives and management. Provides clerical and administrative support and performs duties such as but not limited to scheduling, writing correspondence, sending emails, inventory of office supplies, handling visitors, routing callers, and answering questions and requests. And performs other tasks that may be assigned from time to time.

Qualifications:

- College Graduate
- Must have at least 3 years experience as Executive Assistant/Secretary
- Highly organized with keen attention to details
- Proficient in English communication skills
- Proficient in Microsoft Office (Word, Excel, Powerpoint)

Job Type:

- Full-time

SALES SUPPORT ANALYST

Job Description Summary:

- Responsible for establishing and maintaining an effective document control system in the Distribution Team. He or she is also responsible in answering telephone and e-mail inquiries of internal and external clients and coordinates with external counterparts for the resolution of all client-related requests. Performs other tasks that may be assigned from time to time.

Qualifications:

- Graduate of Bachelor's/College Degree in Business Studies/Administration/Management or its equivalent
- With at least 1 year of administrative and documentation experience in the banking industry
- Highly organized, keen attention to details and can work with minimal supervision
- A team player with good oral and written communication skills
- Highly proficient in Microsoft Office (Word, Excel, Powerpoint)

Job Type:

- Full-time

Please send your resume with photo to pnbcapitalHRandAdmin@pnb.com.ph

Contact number: 5263131-40 local 4068