



EMPLOYMENT OPPORTUNITY

SECURITIES COMMISSION OF THE BAHAMAS

The Securities Commission of The Bahamas, a statutory agency responsible for regulating and overseeing investment funds, securities, financial and corporate service providers, digital assets and registered exchanges, carbon credit trading, and the capital markets in The Bahamas, invites applications from qualified individuals for the following position:

ADMINISTRATIVE ASSISTANT – EXAMINATIONS DEPARTMENT

We seek to hire a full-time administrative assistant within the Examinations Department. The administrative assistant is responsible for carrying out the administrative support activities of the Examinations Department to ensure the department's compliance with its legislative mandate and specific strategic goals and objectives identified by management and/or the Commission.

Duties/Responsibilities:

- Assist the department's management team with the creation of the annual examinations schedule and calendar.
- Maintain accurate records and prepare mileage reimbursement vouchers for departmental staff, ensuring management approval and timely submission to the Office of the Financial Controller.
- Prepare examination notices for management review and approval and coordinate their timely distribution to the Commission's licensees in advance of scheduled onsite examinations.
- Organize meeting rooms and prepare meeting minutes of departmental meetings.
- Carry out recordkeeping and tracking mechanisms as requested by the department's management team.
- Assist in the tracking and follow-up of routine examination reports from examination department team members.
- Liaise with the executive director's secretary to coordinate, organize, and schedule supervisory meetings with the executive director and other internal departments.
- Support management in maintaining accurate and up-to-date records within TeamSeer attendance and absence software to ensure timely accurate staff attendance records.
- Perform other related duties as assigned.

Qualifications/Experience:

- A minimum of 2 years' experience working within the financial services industry.
- Bachelor's degree in business administration or related field from an accredited educational institution.
- Anti-money laundering (AML)/Compliance qualifications (ICA or CAMS) would be an asset.

Compensation and Benefits:

Packages are competitive with the market.

Interested persons should submit their applications no later than **17 October 2026** to:

Senior Manager, Human Resources Department

Securities Commission of The Bahamas

Tel: (242) 397-4100

E-mail: hrm@scb.gov.bs

Website: www.scb.gov.bs