



POSITION DESCRIPTION

Executive Assistant

Department: Executive
Reports to: President & CEO
FLSA Status: Non-exempt
Salary Grade: TBD
Rev: 7/15

General Summary

The Executive Assistant provides highly skilled administrative and clerical support to the President & CEO and his designates as time allows. The incumbent may maintain the President & CEO's business calendar; sets appointments and prepares related materials; makes arrangements for meetings; prepares various reports; creates and maintains correspondence and plays the primary role in planning and implementing Bank events.

Duties and Responsibilities

1. Serves as a primary point of initial internal and external contact on all matters pertaining to the President & CEO.
2. Provides assistance and represents the President & CEO as appropriate in communicating with internal and external contacts. Composes related general correspondence in draft and final format as directed.
3. Maintains official records of the President & CEO's written correspondence and all bank contracts and ensures materials are in logical order and easily retrievable in both written and electronic formats.
4. May maintain the President & CEO's business calendar by arranging and managing appointments with direct input from the President & CEO.
5. Independently researches, prioritizes and follows up on multiple incoming issues and concerns addressed to the President & CEO, including those of a sensitive and/or confidential nature, determines the appropriate course of action, referral, and/or response.
6. Prepares and edits material for Board of Directors and Committee meetings for approval by the President & CEO.
7. Manages/coordinates a variety of special projects and Bank events for the President & CEO and designates.

Executive Assistant

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8. Prepares reports for various meetings, frequently confidential in nature. Assembles data and other information, performs computations and tabulations for special reports, charts, summaries and related projects.
9. Greets visitors, answers telephone calls and responds to questions.
10. Receives and processes incoming mail, developing any required information or supporting data, as needed.
11. Acts as Bank-wide liaison with Microsoft Office technical assistance.
12. Performs any and all other duties assigned for which the employee is qualified and physically able to perform.

Working Conditions

The Executive Assistant will perform his/her duties at a desk. He/she has frequent employee and customer contact. The position involves using a computer and other standard office equipment. May perform occasional automobile driving for event planning and other errands of an administrative nature. Occasional overtime associated with monthly deadlines may be required.

Qualifications

The Executive Assistant should possess: at least two years of college or post-secondary education; a minimum of five years experience as an administrative assistant, preferably in a for-profit business environment; excellent verbal and written communication skills; strong organizational skills and the ability to prioritize and manage multiple tasks; the ability to maintain a high level of confidentiality; strong proficiency in Microsoft Office suite as well as expertise in utilizing the Internet and social media; and a professional appearance and demeanor. A valid driver's license is also required.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be required to perform job-related tasks that are within their abilities other than those specifically presented in this document.

Any data entered in completion of this form represents the usual method of accomplishing the duties in this job. Reasonable accommodations will be considered in appropriate circumstances. However, as the nature of an accommodation may vary depending on the needs and desire of an individual with a disability, it is impossible to describe in advance, specific accommodations that will be considered.