

EXECUTIVE ADMINISTRATIVE ASSISTANT

Job Description



DEPARTMENT: Administration

REPORTS TO: AVP, Corporate Secretary

POSITION SUMMARY

Provides administrative and executive support to the President and other Senior Management staff. Performs regular secretarial duties as needed, including providing telephone support, screening visitors, and arranging and scheduling meetings and appointments for individuals. Processes correspondence, files, and performs other specific duties for management staff as requested. Arranges meetings, conferences and conference calls for the President and Senior Management staff as needed. Maintains executive's calendars as requested. Obtains additional information as needed to complete reports on sensitive or special management communications. Handles highly confidential and/or sensitive matters for the executive team as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

Administrative Support:

- Prepares President and Senior Management business and customer correspondence.
- Relieves Senior Officers of routine or highly confidential administrative duties.
- Schedules meetings for Senior Executives including issuing invitations, scheduling conference rooms, assembling materials, preparing agendas and organizing any catering needs.
- Assists with creating and modifying presentations and materials as necessary.
- Composes and edits a variety of correspondence, reports and memoranda.
- Answers, responds to, and appropriately directs telephone calls from staff, public, and outside vendors.
- Coordinates internal and external meetings, conferences, and teleconferences including various lunch meetings and training sessions.
- Coordinates and manages President and Senior Executives calendars and maintains Outlook contact files.
- Files and retrieves documents and reference materials.
- Conducts research, assembles data, and analyzes information to prepare reports and documents.
- Operates in a proficient manner, anticipating matters at hand and initiating action without requiring direction or supervision.
- Effectively prioritizes and manages multiple projects simultaneously, and follows through on issues in a timely manner.
- Performs various administrative functions including filing, copying, faxing, etc.
- Maintains strict confidentiality in performing all duties.
- Acts as a liaison for the President and may screen calls and set appointments for the President.

Departmental Support:

- Assists receptionist with phone support as needed.
- Works cooperatively with Human Resource Manager, Marketing Manager and any other department heads to complete special projects as assigned.

File Management:

- Manages the file room to ensure proper placement and organization of all files.

Strategic & Interpersonal Initiatives:

- Solves problems as they arise.
- Establishes and maintains effective working relationships with employees, supervisors, other departments and Senior Executives.
- Completes multiple, diverse tasks of differing priorities.
- Manages unexpected demands and incidents professionally and tactfully at all levels within the organization.
- Anticipates approaching problems and establishes strategic plans for future success.
- Performs tasks and achieves results with a high degree of accuracy and precision.
- Operates with a sense of urgency and demonstrates the ability to meet deadlines and work intensely until projects and duties are complete.

OTHER FUNCTIONS

- Maintains compliance with all banking laws, acts, regulations and bank policies and procedures.
- Any other duties and/or projects as assigned by management.

REQUIREMENTS & QUALIFICATIONS

- Education/Specialized License(s): High School Diploma or equivalent required.
- Experience: 4+ years of administrative assistant experience.
- Specific Skills: Excellent oral and written communication skills; proficient computer skills including Microsoft Office products; effective time management and decision making skills; exceptional organizational skills
- Supervisory Responsibility: None.
- Working Conditions: Works approximately 40 hours per work between the hours of 8:00am to 5:00pm Monday-Friday possibly including some evening and weekend hours required as necessary or assigned.

Employee Name (Print):

Employee Signature:

Date: