**JOB TITLE:** Office Administrator **STATUS:** Non-exempt

**REPORTS TO:** Chief Financial Officer

**MISSION:** The Executive Assistant and Governance Administrator will report to the CFO and have oversight for governance and administrative projects and activities. This position provides administrative support to the Board, CEO, and Executive Management.

**PRINCIPAL ACCOUNTABILITIES:**

**Executive Assistant:** Responsibilities within the office environment to keep the business’ operations running smoothly.

* Coordinate activities throughout the company to ensure efficiency and maintain compliance with company policy.
* Corporate event management, including client events held at the Bank’s offices.
* Manage agendas, travel plans and appointments for CEO and executive management.
* Manage emails, letters, packages, phone calls and other forms of correspondence.
* Support accounts payable and accounting procedures for the company. Including the collection invoices, expense reports, and employee reimbursements.
* Support HR function through on boarding of new staff.
* Track and replace office supplies as necessary to avoid interruptions in standard office procedures.
* Assist colleagues whenever there is an opportunity to do so.
* Includes other duties as assigned.

**Board Administration:** Serves as a primary resource to the Board and its committees.

* Supports the Board, including development and management of timelines, agendas, motions, reports, etc.; prepares meeting minutes and action items and conducts follow-up to ensure timely completion.
* Coordinates logistics of in-person board meetings. Oversees reimbursement notification and compliance. Coordinates and manages compilation and distribution of all meeting materials/documents and manages all on-site duties as required.
* Assists in the Annual Shareholder meeting and election process with oversight from the CFO.
* Serves as staff liaison for the Audit, Director Loan, ALCO, and Governance and Compensation Committee. Responsible for scheduling calls and meetings and drafting agendas and support documents. Collaborates and coordinates with appropriate staff members as required.

**Communications:** Performs a variety of written and verbal communication tasks and projects in order to ensure satisfactory completion/implementation of work or projects.

* Prepares informal and formal written communiqués for internal and/or external customers, management, employees, etc. to include memorandums, board reports, policy updates, etc.

**Interpersonal/Team Skills:** Demonstrate the highest standards of performance and embodying the Bank’s corporate culture. Establishes and maintains effective working relationship with all level of employees, internal/external contacts, senior executives, Board members, customers, vendors, etc. to ensure quality service, effectiveness of projects and work assignments, and an understanding of the Bank’s policies and procedures.

**Minimum Job Requirements:**

* An associate degree or two years college coursework or equivalent work experience.
* Professional experience as an Executive Assistant supporting multiple Executives and/or functional departments, preferred but not required.
* Banking experience preferred.
* Microsoft Office products including Word (skilled in use of tables), Excel and Outlook
* Adobe Pro including converting other types of documents into .pdf, compiling .pdf documents, paginating and searching .pdf documents.
* Cloud-based computing solutions (including Microsoft Office 365)
* Strong attention to detail.

**Abilities:**

* Ability to work independently and in teams in both virtual and in-person office settings.
* Ability to handle highly confidential information. Ability to work on many projects simultaneously with a variety of employees, managers, executive officers and/or directors.
* Ability to balance multiple priorities.
* Ability to communicate effectively, both orally and in writing.
* Ability to organize work projects effectively and complete all tasks within assigned time frames.
* Ability to establish effective working relationships with Executive Management, Board members, all levels of staff and other external groups/members.

**Internal Contacts:** This position has contacts with Board, executive management, senior management, officers or officials; managers, professional employees, or program administrators; and non-managerial employees, which involves explanation and convincing those contacted to cooperate, grant approval or take action on complex information through the use of human relations skills.

**External Contacts:** This position has contacts with business professional representatives of client or competing organizations or governmental enforcement agencies; business or professional representatives of outside groups, agencies, or organizations; and outside clerical, production, or service employees or job applicants, which involves explanations and discussion of difficult and complex information through the use of human relations skills.

**Physical Requirement:** Physical and environmental factors are not a consideration for this position.

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.