**FOUR POINTS FEDERAL CREDIT UNION**

**JOB DESCRIPTION**

**Position Name: Executive Assistant**

**Grade Level:**

**Reports to: Chief Executive Officer**

Four Points FCU, a financially healthy credit union with $124 million in assets located in Omaha, NE, has an exciting opportunity for an experienced financial executive, reporting to the President/CEO, and serving on the senior management team. Four Points is looking to take the credit union to the next level with an uncompromising approach to excellent member service, and an aggressive strategic growth plan. Four Points seeks a talented self-starter with unquestionable integrity, and an innate desire to continually improve the credit union, and to enhance profitability and financial stability. Four Points offers a professional and enjoyable work environment, where accomplishments are celebrated, strong performance is recognized, and creative ideas are welcomed.

**POSITION PURPOSE**

Performs administrative duties for executive management. Reports directly to President. Responsibilities may include screening calls, making travel and meeting arrangements, preparing reports and financial data, coordination with vendors, corporate calendar, marketing and compliance collateral management, member communications (newsletter/website), etc. Requires strong computer and internet research skills. Also calls for flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside vendors.

**Essential Duties and Responsibilities**

1. **Essential Functions:**
   1. Manage deadlines and logistics of marketing communications - newsletter, etc.
   2. Manage member communications and approvals with statement vendor, etc.
   3. Update and maintain website and other social media
   4. Manage the enterprise-wide calendar in relations to deadlines, examinations, reporting requirements, training, etc.
   5. Compile and disseminate monthly Board Book and meeting minutes
   6. Manage disclosures, forms, etc. in relation to compliance and accessibility
   7. Supplying enrollment forms, direct deposit information, promotional information, orientation packets, etc. to member employee groups
   8. Manage new employee orientation, training, benefit enrollment, etc.
   9. System Administration Control – reset passwords, approve access, review logs, etc.
   10. Manage key cards and coordinate phone setup and office space reservations/usage with landlord, AGP
   11. Coordination of meetings and facilities; monthly staff meeting, board meeting
   12. Manage routine, ongoing compliance – election process, policy reviews, member notifications, annual meeting
   13. Mange contract expiration dates with regard to lead time for non-renewal, etc.
   14. More as identified

Other:

Additional duties include assisting with trade show and event planning, creating or updating presentation software files, tracking budgets and expenses, and communicating with external service providers. Coordination of key projects for President and provide assistance and administrative support as necessary. Coordinate special events held at the credit union (Annual Meeting, various Luncheons) Prepare monthly meeting minutes, filing as needed, and perform other related duties as assigned.

1. **Knowledge, Skills and Abilities Required:**

* 1. Skills
     1. Excellent oral and written communication skills
     2. Strong organizational skills and strong attention to detail
  2. Abilities
     1. Ability to work with minimal supervision
     2. Ability to communicate with members, co-workers, vendors, Board of Directors and member companies in a courteous and professional manner
     3. Ability to manage multi-functional tasks
  3. Knowledge
     1. Working knowledge of Microsoft Word, Excel, Power Point, Outlook, and publishing application
     2. Must have a 2 year degree or 3-5 years of experience in an administrative setting

1. **Working Conditions:**

Must be able to sit and stand for extended periods of time in a normal office environment

Note: The above information on this job description has been designed to indicate the general nature and level of work performed by the this employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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| Date Last Reviewed: | 8/5/2013 |