



Job Description

TITLE: Executive Assistant

REPORTS TO: Chairman, President and CEO

Position Summary

The Executive Assistant is responsible for completing a broad variety of administrative tasks for the Chairman, President and CEO. As the main point of contact to the Chairman, President and CEO, the assistant will work and communicate effectively with all internal and external contacts. The assistant acts as a business partner to the senior management team and Board of Directors to prepare presentations, data, information, and resources for special projects, coordinates communication, plans meetings and event logistics, and follows up on action items while maintaining the strictest confidentiality of all corporate and personal information.

Primary Responsibilities

- Ensures the overall operations and effectiveness of the Chairman, President and CEO by acting as the first point of contact and functions as a gatekeeper to the Chairman, President and CEO.
- Actively monitors the Chairman, President and CEO's email inbox, as well as phone calls and regular mail, to ensure timely action and follow up, helping gather accurate information from relevant sources and drafting/sending responses when appropriate.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Chairman, President and CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Plans, coordinates, and manages the Chairman, President and CEO's schedule and travel plans as needed.
- Prioritizes conflicting needs, handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.
- Drafts, transcribes documents, and composes confidential correspondence, reports, and complex documents.
- Acts as the liaison to the Board including providing support for Board meetings, coordinating schedules, maintaining minutes, and distributing materials in advance.
- Organizes, plans, coordinates agenda, prepares meeting packages, and schedules meetings for Board and Board committees.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board meeting matters.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.

Additional Responsibilities

- Tracks time and attendance (sick leave, vacations, leaves of absences, conferences, etc.) for the Chairman, President and CEO's direct reports and approves bi-weekly timesheets.
- Serves as a loan processor for the Chairman, President and CEO; may serve as a backup to other lending staff as needed.
- Prepares all documents for monthly and annual Board of Directors meetings.
- Maintains and takes minutes for Bank and Board committee meetings.

- Tracks and ensures that action items from meetings are executed post-decision helping to complete priority items to an appropriate level of quality.
- Updates and maintains Bank policy and procedure manuals.
- Maintains corporate records for the Bank, including by-laws, contracts, examinations, and regulatory filings.
- Coordinates meeting logistics (i.e., rooms, web/phone conferencing, food and beverage).
- Responsive and available to answer questions of Board Directors.
- Performs other related duties as assigned by the Chairman, President and CEO.

Educational/Experience Requirements

- Bachelor's Degree in a related field.
- Minimum of five years related work experience.
- Equivalent work experience may be substituted for education requirement.

Qualifications

- Superior oral and written communication skills.
- Exceptional writing, editing, and proofreading skills.
- Advance ability to organize.
- Calendar management skills.
- Strong PC skills (proficient knowledge of MS Outlook, Word, Excel, and PowerPoint).
- Excellent telephone etiquette.
- Tact and good judgment in confidential situations and proven experience interacting with senior management.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, reach with hands and arms, and see, talk, or hear. The employee is frequently required to stand and walk. The employee must regularly lift and/or move 20-35 pounds and occasionally lift and/or move up to 80 pounds.

This position description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

The Peoples Bank is an Equal Opportunity Employer