



Position: Senior Executive Assistant
Department: Management
Position Reports to: President/CEO

EEO Classification: Administrative
FLSA Classification: Exempt

Position Summary

This position will assist with managing schedules, arranging appointments, scheduling and coordinating travel, meetings, presentations, plan events and perform other administrative and coordinative functions as necessary. The Senior Executive Assistant will promote a corporate image by representing the Executive Team internally and externally; serving as a liaison with the Board of Directors (BOD), Supervisory Committee, Union officials, key vendors, members and employees.

Position Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily:

- Research, prioritize and follow up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determine the appropriate course of action, referral, or response with keen professional judgment
- Keep President well informed of upcoming commitments and responsibilities, following up appropriately
- Provide a bridge for smooth communication between the President's office and internal departments while demonstrating leadership to maintain credibility, trust, and support with senior management staff
- Train and supervise direct reports under the leadership's intended outcomes
- Manage office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved and clerical functions are properly assigned and monitored
- Ensure office financial objectives are met by preparing annual budget for the office, plan expenditures, analyze variances and carry out necessary corrections that may arise
- Arrange and coordinate schedules by booking all business travel arrangements, appointments and establishing agendas
- Conduct various analytical special projects for BOD and Executive Team members
 - Prepare presentations, memorandums, correspondence and reports as directed for Board of Directors and senior management meetings. Provide analysis on company reports as needed.
 - Maintain meeting minutes and ensure follow-up on action items
- Contributes to project plan and timeline for end-to-end logistical management of employee events
- Perform other job duties as assigned



Position Qualifications & Skills Requirements

- Bachelor Degree and/or work equivalent of at least five years assisting C-Level Executives
- Highly resourceful team player, demonstrating a proactive approach to problem-solving with strong decision-making capability
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills with the ability to build relationships with stakeholders, including staff, board members, external partners, and membership
- Displays proper professional etiquette and tact
- Expert level written and verbal communication skills
- Demonstrated ability to achieve high-performance goals and meet deadlines in a fast-paced environment
- Proficient in Adobe Acrobat and MS Office Word, Excel, Publisher and Outlook
- Comfortable with troubleshooting basic technical issues with computer hardware, software, Apple iPhone and other devices
- Research, familiarize and interpret credit union policies, procedures and regulations
- Remain abreast of industry trends by continuing education, networking and joining professional associations

Physical Requirements

- Must be capable of working agreed work shift and of occasionally working before/after the work shift
- Physical activities include a combination of constant sitting, constant hand motion and standing/walking. These activities are not necessarily performed to the same degree and combination every day.
- Must be capable of lifting 15 pounds