



# Executive Assistant to COO

**Department:** Corporate

**Reports to:** Chief Operating Officer

**Grade 7; Range \$31,729 to \$47,593**

**Job Code:** 304-07

**FLSA:** Non-Exempt

**Supervises:** None

**Revised:** June, 2014

## SUMMARY

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This position is responsible for providing executive administrative support to the Chief Operating Officer (COO) and Property Manager by handling information requests, managing limited-scope projects, managing vendors, conducting research, preparing documents and performing clerical functions such as preparing correspondence, arranging conference calls, and scheduling meetings. Work involves extensive contact with others that can be of a sensitive and confidential nature. This position requires a high degree of partnership with others and ability to work under pressure in a fast-paced environment.

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## MINIMUM REQUIREMENTS FOR POSITION:

- High school diploma or general education degree (GED) required
  - Minimum three years experience in an administrative role
  - Ability to read, comprehend and draft correspondences and memos
  - Proficient in Microsoft Office Suites (i.e. Word, Excel, Outlook, PowerPoint)
  - Ability to operate standard office equipment such as calculators, faxes, and copiers
  - Strong verbal and written communication skills necessary
  - Superior customer service skills with the ability to establish and maintain relationships with internal and external customers
  - Good organizational skills with the ability to maintain accurate records
  - Ability to work independently, establish priorities and meet deadlines while working with minimum supervision
  - Ability to handle confidential information in a professional manner
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## PRIMARY ACTIVITIES AND RESPONSIBILITIES:

- Coordinates activities and contractual commitments with various vendors and suppliers.
- Manages limited-scope projects as assigned by the COO.
- Performs administrative and clerical tasks for COO and Property Manager, including but not limited to copying, filing, developing and distributing reports, etc as assigned.
- Reads, transcribes, prepares and edits correspondences, reports, and presentations.
- Validates work performed to contracts and quotes and submits same for approval and payment.
- Serves as a liaison between vendors and the Property Manager and/or COO.
- Prepares material for EVB board meetings, committees, and management meetings as necessary.
- Maintains calendars by scheduling and coordinating meetings, appointments, teleconferences, and travel arrangements.
- Assists in project management workflow, planning, scheduling and tracking as needed.
- Screens and prioritizes phone calls and e-mails.
- Organizes and maintains files and records.
- Distributes mail and answers correspondences for COO and Property Manager.
- Assists COO and Property Manager in daily activities.



- Prepares office and conference rooms for meetings as needed.
- Responsible for adhering to and complying with all Bank policies and procedures, all applicable federal and state laws and regulatory guidance governing financial institutions, including, but not limited to, Federal Deposit Insurance Improvement Act (FDICIA), FACT Act, Bank Secrecy Act, and Regulation CC.
- Other such duties as may be assigned from time to time.