

EXECUTIVE ADMINISTRATIVE ASSISTANT - ROSEVILLE – REF 5759

Our client is an award-winning, full-service bank serving California communities grounded in agriculture. With more than \$14 billion in assets, they provide a wide range of financial products and services for individual, business, and food and agribusiness customers. Multi-function ATMs at approximately 100 branches, and online and mobile banking resources empower Californians to bank when, where and how they want. Committed to service, They have more than 1,500 employees take pride in improving their communities personally and professionally. They are a nationally chartered bank, FDIC member and equal opportunity lender.

DUTIES:

You will perform a wide variety of administrative and staff support services to relieve departmental manager of administrative details.

Duties may be complex and confidential in nature and involve sensitive information or application.

Duties may include word processing and spreadsheet projects involving records and statistics, preparing and analyzing reports and correspondence as well as special administrative coordination of projects. You will be accountable for the accurate, timely completion of assigned duties and maintaining the confidentiality of sensitive information.

- Manages multiple calendars, resolving scheduling conflicts on own initiative as needed.
- Arranges meetings and departmental events which may include securing venue, ordering/setting up catering, and managing communication to department employees.
- Processes expense claims.
- Arranges both domestic and international travel; is comfortable working across time zones.
- Helps onboard new department employees by ensuring desk setup and access to systems is in place.
- Exercises independent discretion in contacting bank personnel at all organizational levels to gather information and fulfill assignments which may involve work of a confidential nature.
- Assembles and analyzes information, prepares reports and spreadsheets, manuals, agendas, correspondence and memoranda. Corrects, edits and rephrases as necessary to ensure that the final copy conveys the intended meaning and is correct in detail.
- Maintains and organizes departmental records and files in area of responsibility to ensure efficient access.
- Administers programs, projects and/or processes specific to the operating unit assigned.
- Answers telephone calls, tactfully handles inquiries, and greets visitors.
- Performs all other job duties as assigned by supervisor.

QUALIFICATIONS:

- 5-7 years related experience, including high-level executive support required.
- Knowledge of State and Federal banking regulations highly preferred.
- Strong C-level Executive Assistant experience.
- Minimum typing speed of 60 WPM with accuracy.
- Strong MS Office skills (Outlook, Word, Excel, PowerPoint, and SharePoint).
- PowerPoint proficiency required.
- Requires good working knowledge of the supervisor's area of responsibility.
- Ability to operate a variety of automated office equipment including but not limited to computer, 10-key calculator, and photocopier.
- Great customer service skills.

SEND RESUME AS AN MS WORD ATTACHMENT TO diane@dmstone.com