



Executive Assistant

Summary

Performs a variety of administrative functions to support the CEO and provide assistance to other members of the Executive Team and Directors as needed.

Essential functions

- Screens incoming mail, publications, and other correspondence for CEO and Chief Administrative Officer.
- Send out Monthly Performance Reports to bank officers and supervisors and outsiders
- Maintains the CEO's daily appointment calendars including scheduling appointments.
- Assists the CEO in aspects related to Board and Committee meetings.
- Compose memos and letters
- Promotes and maintains good public relations with customers, both internal and external.
- Performs other duties as assigned.

Education, experience, and skills

- High degree of Interpersonal responsibility and work with limited direction
- Relies on experience and judgment to plan and accomplish goals
- Self-motivated and self-driven
- Excellent organizational/editing/typing skills
- Pro-Active strategic problem solving abilities
- Strong attention to detail, good judgment and decision making skills
- A significant level of trust and diplomacy is required, in addition to normal courtesy and tact.
- Computer Skills: Microsoft Word/Excel/PowerPoint, Internet Explorer, Web Based Applications
- Familiar with a variety of the banking concepts, practices, and procedures preferred

Employment Eligibility Verification:

Employees are required to present proof of identity and eligibility to work in the U.S. PFB participates in E-Verify.

PFB is an Equal Opportunity Employer committed to diversity in the workplace. PFB does not discriminate against any qualified employee or applicant on the basis of race, color, sex, sexual orientation, religion, national origin, disabled or veteran status, genetic data, or other legally protected status.

Interested candidates should email their resume with salary history and requirements to resumes@bankpfb.com