

Executive Assistance

Opportunity to join Georgia Primary Bank's expansion into the growing North Fulton/Forsyth Counties markets. This opportunity results in the recent opening of a Loan Production Office located at 416 Pirkle Road, Cummings, GA. Potential for career advancement based on desire and job performance.

Summary

Performs a variety of administrative functions to support the Market President and provide assistance to other banking team members as needed.

Essential functions

- Promotes and maintains good public relations with customers, both internal and external.
- Supports day to day operational needs of a Loan production Office
- Maintains the team member's daily appointment calendars.
- Possess a strong understanding of banking terminology and general banking activities.
- Job will require confidence with selling bank services and making outside office calls with clients.
- 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.
- 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.

GPB offers a full benefit package which includes generous Personal Time-off (PTO), paid Holidays, 401K match, paid medical/Dental and Life Insurance.

GPB is an Equal Opportunity Employer committed to diversity in the workplace. GPB 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. Please send resume to hr@gaprimary.com.