

HW4101 – Executive Assistant

First Peoples Bank in Pine Mountain is seeking a full-time Executive Assistant. The ideal candidate will have prior experience supporting C-suite executives, as well as banking and general accounting knowledge.

- This position also requires excellent organizational skills to manage workflow, prioritize work and complete tasks efficiently & accurately.
- Must have the ability to successfully adapt & and prioritize work assignments that may change frequently based on the needs of the Bank.
- Must be capable of regular, reliable and timely attendance.
- Working Conditions Must be able to routinely perform work indoors in climate-controlled shared work area with Must be capable of exercising highest level of discretion on both internal and external confidential matters.
- Equal Opportunity Employer

Please send resumes to JLawson@FPBank.org.