

**Executive Administrative Assistant Officer:**

Must speak Mandarin and/or Korean, as well as English. Performs highly diverse clerical and administrative tasks, which require a significant amount of judgment and knowledge of bank procedures.

Reports to Senior Officers of the bank and involves exposure to highly confidential information. Requires a high level of tact and communications skill due to the great frequency of high level of internal and external contacts.

Prepares standard and special reports by selecting data and information from various sources. Performs statistical assignments such as typing, calculating filing and posting. Working knowledge of Microsoft Suite products required as well as mail merge skills within MS Word.

Send resume to CEO, [charlie.brown@loyaltrustbank.com](mailto:charlie.brown@loyaltrustbank.com).