



**Job Posting
Executive Assistant
One Community Bank**

One Community Bank is searching for a dynamic and highly detailed person to fill our fulltime Executive Assistant position. Qualified candidates interested in working at a growing community bank should submit their cover letter and resume by email to:

Talent, careers@onecommunity.bank

Summary:

Complete a broad variety of administrative tasks that facilitate the CEO and EVP group's ability to effectively lead the organization, including but not limited to assisting with special projects, designing presentations, organizing and documenting outcomes of meetings with various staff and outside parties. The Executive Assistant will also provide facilitative support to the One Community Bank (OCB) Board of Directors and the OCB Advisory Committees.

Essential Duties and Responsibilities include the following:

- Assist the President/CEO, EVP-Chief Financial Officer, EVP-Chief Risk Officer, and EVP-Chief Retail Officer in any requested administrative duties.
- Prepare executive correspondence.
- Assist President/CEO in preparing periodic reports for Board, bank correspondents, regulators, and other parties outside the bank.
- Comfortable with working and interacting with all level of colleagues throughout the bank.
- Contact vendors, regulators, correspondents, etc. for the executives.
- Assist and/or manage bank special events and/or all colleague meetings.
- Manage supply ordering and relationships with vendors.
- Perform other miscellaneous administrative duties.
- Research and provide board meeting approvals to Risk Department as needed for audit purposes.
- Respond to client inquiries.
- Board meetings:
 - Confirm Board member attendance in advance of monthly board meeting.
 - Request board reports and items to be presented from Chief group in advance of monthly Loan Committee and Board meetings.
- Prepare Loan and Board agendas; meeting minutes (Audit, Loan, Board).
- Utilize Diligent Boards (board portal) to compile board books for distribution/sharing of materials with Board and Committee members.

- Send virtual meeting details to Board members and internal attendees via Outlook calendar invitation.
- Coordinate monthly board member fee payments with accounts payable.
- Technical support for board members and advisory committee members as needed
- Send final loan and board packet to appropriate leadership following board meeting
- Maintain strict confidentiality with regards to all executive level information.
- Record and distribute minutes of other meetings as requested.
- The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned as necessitated by business demands.

Required Qualifications / Skills / Abilities:

- High school diploma, Bachelor's degree preferred
- At least 2 years executive administration experience
- Strong problem-solving skills
- Strong verbal and written communications
- Advanced Microsoft Office skills

