

Route 31 FCU
Structured Compensation - Job Description
Executive Administrative Asstant

Data Year: 2023

Prepared On: 05/12/2023

Department:	Administration	Grade:	7
Reports To:	President/CEO	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:		Effective Date:	01/01/2023
		Revised Date:	05/12/2023

Role:

Provides confidential, professional, administrative, operational and accounting support to the management team. Prepare reports, correspondence, manuals, spreadsheets, and all other communications utilizing a broad range of computer applications Confidentiality is of utmost importance in this position.

Essential Functions & Responsibilities:

- E 40% Provides confidential administrative support to the President/CEO and VP Operations. Composes letters and memorandum from dictation, verbal direction or from knowledge of organization policy or procedures; edits written communications. Coordinates meetings and makes travel and lodging arrangements for the President/CEO and others within the Credit Union.
- E 20% Screens incoming mail, publications, and other correspondence. Prepares or assists in the preparation of assigned reports.
- E 10% Maintains the president's daily appointment calendar; makes travel and lodging arrangements for credit union staff and volunteers as required.
- E 10% Prepare job postings, post and manage on credit union approved HR sites, perform initial candidate screenings, schedule interviews for department managers. Support HR related web sites such as Compease and AcuMax.
- E 5% Supports IT Marketing/IT Manager with password resets for the network and GOLD along with other clerical support activities as assigned. Assists with events sponsored by the organization such as Annual Meeting and other marketing events by booking locations, food ordering, prizes etc. Other duties as requested.
- E 5% Assists the Management team in aspects related to the Board of Directors, Committee, and Management meetings. Takes meeting minutes.
- E 5% Collects and prepares information for the president's use in discussions and meetings with other Credit Union managers, employees and outside individuals.
- E 5% Performs other job related duties as assigned.

Performance Measurements:

1. Provide informed, professional and personal assistance to all members, Board and Committee Members, Credit Union employees and business partners.
2. Meet all required time deadlines for mail/correspondence for President/CEO and Board material.
3. Maintain and keep current the Credit Union official polices, procedures and Board minutes and actions.

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4. Organize the central files/records and maintain daily filing with accuracy.
5. Keep management informed regarding key operating issues affecting the department.
6. Provide completed travel arrangements for persons traveling prior to leaving and follow up with expense reports after travel.
7. Prepare and distribute promptly monthly minutes ensuring on-time delivery. Update information and provide it to appropriate parties with zero errors.

Knowledge and Skills:

Experience	One year to three years of similar or related experience.
Education	(1) A two-year college degree, or (2) completion of a specialized certification or licensing, or (3) completion of specialized training courses conducted by vendors, or (4) job-specific skills acquired through an apprenticeship program.
Interpersonal Skills	Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.
Other Skills	Excellent organizational and editing skills; typing skills utilizing Word at or above the 75 percentile in speed and 90th percentile in accuracy; proficient with spreadsheets; shorthand a plus.
Physical Requirements	Ability to sit for long periods of time. Ability to spend long periods of time looking at computer screen. Repetitive movement frequently required using wrists, hands, and fingers.
Work Environment	General office environment.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature