



JOB DESCRIPTION: Administrative Assistant
DEPARTMENT: Deposit & Customer Service
REPORTS TO: Market President
SUPERVISES: No Supervisory Responsibilities

JOB SUMMARY:

Provide clerical and administrative support to the Bank employees as well as our customers. Open new accounts following well defined banking procedures and cross-sell bank products. Community involvement to enhance Bank visibility is encouraged.

DUTIES:

- Perform receptionist duties including answering the phone, greeting customers, answering customer questions and directing customers within the Bank.
- Performs clerical and administrative duties for Loan Officers.
- Open new accounts and gather supporting documentation. Cross-sell bank products and services.
- Handle customer questions regarding deposits and debit card account maintenance.
- Act as a primary back-up for the teller line as needed.
- Maintain scholarship and friendship accounts.
- Perform daily duties including: deposit check-off, process deposit reports in director, deceased reporting and check orders.
- Process wire transfers for the branch.
- Prepare month-end account open/close report.
- Coordinate office specific branch items such as seasonal decorating, staff events or bank marketing events, donation requests and photos & ordering of office supplies.
- Additional duties may be assigned from time to time which are deemed to be within the employee's capabilities.

CORE RESPONSIBILITIES:

- Attention to detail.
- Ability to exercise sound judgment and to observe the highest degree of confidentiality in the handling of information.
- Ability to adapt to different various questions or situations that may present themselves.
- Thorough understanding of banking products and services.
- Ability to communicate and interact effectively with the public and co-workers.
- Professional demeanor in appearance, interpersonal relations, work ethic and attitude.
- Ability to adhere to Bank Policies and Procedures.