

## **Greenwood Credit Union is seeking an experienced and energetic EXECUTIVE ADMINISTRATIVE ASSISTANT**

The Executive Administrative Assistant is responsible for providing professional administrative support to the Executive management team and the Board of Directors that includes a wide range of administrative duties to be handled with confidentiality and discretion where required according to established Credit Union policies, procedures, and legal and regulatory guidelines.

### **Essential duties include but are not limited to:**

- Serve as the primary point of contact for the CEO and Board of Directors with various high-level administrative tasks and activities.
- Perform a broad range of administrative/clerical functions including screen calls; manage calendars; coordinate travel, meeting and event arrangements; prepare reports and financial data; file, copy, scan; distribute memoranda and other information within the Credit Union.
- Serve as liaison and provide timely, accurate and courteous service to a diverse group of important external callers and visitors, as well as internal contacts at all levels of the organization.
- Provide support to the CEO and the VP of Human Resources in all aspects of the Human Resources function with confidentiality and discretion, including but not limited to: payroll, benefits administration, recruitment and onboarding, HR compliance, maintenance of employee personnel files, communication of HR policies, employee inquiries, and employment separation matters.
- Develop a wide variety of correspondence, reports, manuals, spreadsheets, forms and other documents relative to the organization utilizing a broad range of computer applications; Assist with internal policy development.
- Attend monthly Board of Directors meetings; Serve as recording secretary to the Board of Directors; Record and accurately transcribe minutes of Board meetings; Oversee record retention of board and committee information.
- Coordinate the purchase, delivery and distribution of office supplies and other Credit Union supplies
- Perform other duties and specialized or confidential administrative duties as assigned;

### **Qualifications include but are not limited to:**

- Degree in a Business Administration or related field preferred; equivalent experience considered
- Three (3) or more years supporting and/or managing the administrative functions for an organization
- Strong understanding of proper business etiquette and clerical procedures
- Basic knowledge of HR compliance, payroll and benefits administration helpful
- Must be fluent in English; Bilingual a plus.
- High proficiency in Microsoft Office suite of products and internet applications
- Professional, well-developed interpersonal, business writing, time management and organizational skills
- Exceptional and effective verbal and written communication skills
- Must be adaptable to various competing demands and meet deadlines in a fast paced environment
- Maintain confidentiality and handle matters with high level of discretion
- Ability to operate a motor vehicle with a valid driver's license
- Must demonstrate a high degree of professionalism with positive and professional image and demeanor
- Dependability and flexibility with work hours and work assignments

All candidates will be required to consent to a background screening which may include criminal and credit checks.

A complete Job Description and analysis of the physical and mental demands of this position are available upon request.

**Qualified applicants only should respond with cover letter and resume to [hr-execadmin@greenwoodcu.org](mailto:hr-execadmin@greenwoodcu.org)**

*Greenwood Credit Union is an Equal Opportunity/Affirmative Action Employer and therefore provides equal employment and advancement opportunities to all employees and applicants for employment without regard to race, color, ethnicity, religion, gender, pregnancy/childbirth, age, national origin, sexual orientation, gender identity or expression, disability or perceived disability, genetic information, citizenship, veteran or military status, marital or domestic partner status, or any other category protected by federal, state and/or local laws.*