

## **JOB TITLE: EXECUTIVE ASSISTANT**

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Location: Norwalk, CT

Type: Non-Exempt/Non-Officer/40 Hours per Week

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### **Position summary:**

Provide administrative and secretarial support to members of Senior Management.

### **Qualifications required:**

- High School Diploma or equivalent
- Minimum three years' experience as an Administrative Assistant at the Executive level
- Proficiency in Windows, Word, Excel and Adobe

### **Qualifications desired:**

- Associate Degree in Business
- Proficiency in web site and social media site updates and postings
- Knowledge of banking

### **Essential functions and responsibilities:**

- Record and transcribe minutes for meetings of the Board of Directors, Audit & Compliance Committee and ALCO
- Prepare and coordinate material for Board of Directors, Audit & Compliance Committee and ALCO meetings
- Record and transcribe minutes quarterly for Associated Community Bancorp's 401k Fiduciary Committee and Management ALCO Committee
- Maintain corporate Board/Committee minute books, including e-storage
- Maintain Holding Company shareholder records and issue stock certificates, as needed
- Prepare and mail annual meeting material including Notice of Meeting, Proxy material, etc.
- Coordinate receipt of proxies returned for annual meeting and counting of votes
- Interact with members of the Board of Directors and their assistants for meeting schedules, approval of minutes, etc.
- Assist in providing copies of minutes for audits, compliance reviews and regulatory examinations
- Handle administrative tasks i.e. travel, correspondence and communication for CEO
- Assist HR with New Hire Binders, Affirmative Action Plan or other special projects
- Assist Marketing Director with projects related to web sites and social media sites
- Regular and predictable attendance
- Adhere to all the policies, procedures, and requirements outlined in the Employee Handbook
- Comply with all Bank policies, procedures, audit requirements, and federal regulations
- Complete all required training within deadlines as related to this position
- Perform other related duties as assigned

Salary Range: \$50,000-\$80,000 annually

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