



Job Posting

Job Title: Executive Assistant

Location: St Peter

Posting Date: November 9, 2023

Job Summary

This position is responsible for providing top-level administrative assistance to the President / CEO by assisting with daily administrative operations for both the Bank and its Holding Company including both Boards of Directors.

Primary Duties and Responsibilities

- Assists with clerical duties such as filing, mailings, ordering and receiving office supplies.
- Manages the schedule of the President to ensure daily operations run efficiently.
- Represents the President by welcoming guests, answering questions, and meeting requests directed to the President.
- Collects information and prepares all Board and Committee reports for accurate and timely distribution to members.
- Maintains all corporate information and reports in a highly confidential manner.
- Performs most administrative duties of the Corporate Holding Company including maintaining the financial records, stock books and transactions, and recordkeeping.
- Acts as recording secretary to the Board of Directors and most Committees of the Board.
- Prepares communications to Holding Company shareholders as directed.
- Performs certain payroll functions as a backup to Human Resources
- Assists other departments as needed.
- Special tasks or projects as assigned by the President.

Qualifications

Education/Experience

- Associate degree/Certification in Office Administration or similar preferred.
- Minimum of five years of administrative-related work experience required.

Knowledge, Skills, and Abilities

- Strong organizational skills with the ability to multi-task and prioritize tasks.
- Excellent communication skills, both written and oral.
- Good phone etiquette.
- Ability to work independently.
- Computer skills necessary to operate software programs used in the department.

To apply please visit: <https://fnbmn.bank/Careers>

First National Bank Minnesota is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, gender, sexual preference or orientation, gender identity, national origin, disability, protected veteran status, and all other protected statuses.