

HSLC

JOB TITLE: Executive Administrative Assistant

DEPARTMENT: Executive

REPORTS DIRECTLY TO: President/CEO

STATUS: Exempt

BASIC PURPOSE:

The Executive Administrative Assistant (EAA) serves as a critical support resource for the Executive Management Team (EMT), providing high-level administrative, organizational, and coordination support across the Executive Suite. Reporting directly to the President/CEO, the EAA is responsible for securing required reports, maintaining executive reporting schedules, coordinating committee activities, and managing a broad range of executive-level administrative functions.

This role ensures that strategic initiatives move forward efficiently by allowing the Executive Management Team to remain focused on long-term planning while operational and administrative needs are consistently managed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Executive & Administrative Support

- Organize weekly and monthly reporting in collaboration with management and bank teams.
- Monitor email, phone, and other correspondence for executive team members during absences, ensuring timely responses to urgent matters.
- Create spreadsheets, reports, and documents to effectively communicate information to management and the Board of Directors.
- Prepare monthly KPI reports and identify related data trends.
- Compile agenda items, assemble Executive Team meeting packets, and prepare supporting materials.
- Assist executives with research, data collection, and preparation for decision-making or presentations.

Committee Coordination

- Serve as Secretary for the Officers and Directors Loan Committees, including:
 - Submitting credit memos to committee members
 - Tracking approvals, denials, and changes
 - Maintaining minutes for examiner and regulator review
- Coordinate committee meetings (ALCO, Risk, Compliance, IT Steering, etc.), including agenda preparation, packet distribution, logistics, and follow-up task tracking.

Reporting & Calendar Administration

- Manage the bank's Master Calendar for reporting to the Board of Directors, auditors, and examiners.
- Track Executive Team initiatives, ensuring deadlines are met across departments.
- Maintain dashboards and trackers for strategic initiatives, audit findings, compliance deadlines, and regulatory responses.

Regulatory, Audit & Governance

- Support preparation efforts for state and federal examinations (FDIC, ODFI, as applicable).
- Assist in maintaining corporate governance documentation and ensuring required records remain accurate and up-to-date.

Interdepartmental & Project Coordination

- Facilitate interdepartmental communication to ensure project milestones, deliverables, and reporting requirements are completed.
- Coordinate corporate events in collaboration with Executive Team members and other bank personnel.

- All other duties as assigned by management
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BASIC REQUIREMENTS:

- Demonstrated ability to work independently with minimal supervision while managing multiple, competing priorities.
- Strong organizational, analytical, and problem-solving skills with exceptional attention to detail.
- High proficiency in Microsoft Office applications, including Excel, Word, and PowerPoint.
- Ability to handle confidential and sensitive information with discretion and sound judgment.
- Strong written and verbal communication skills, including the ability to interact professionally with executives, Board members, regulators, and external partners.
- Working knowledge of banking operations, governance structures, and regulatory expectations (or the ability to quickly acquire such knowledge).
- Ability to perform effectively under pressure and meet critical deadlines.
- Passion & enthusiasm for HSLC's vision and willingness to work with management to achieve organizational goals

The Executive Administrative Assistant will work out of the Lexington, Kentucky office but will be required to travel to the bank's other offices as needed. Because of the shifting needs of the bank from changes in the economy and potential changes to the products and services offered, the detailed responsibilities of this position are subject to change with minimal notice.

Due to the nature of this position, the EAA will have access to information and data that is not readily available to all employees and the general public. Confidentiality is of the highest importance and the EAA will be required to sign a Non-Disclosure Agreement.