



Executive Assistant (CEO)

Job Classification: Full-Time, Exempt

Reports to: Chief Executive Officer

Position Summary

The Executive Assistant reports directly to the Chief Executive Officer (CEO) and provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact on all matters pertaining to the Office of the CEO. Also serves as a liaison to the board of directors and senior management team. Individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. This position provides confidential executive administrative support to the CEO and must maintain the highest level of confidentiality and diplomacy regarding all Bank information.

Principal Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Frequently compose and finalize complex correspondence, legal documents, meeting minutes, reports and other-format documents, using experience and judgment to determine what should be included in each document.
2. Manage calendars for meetings and conferences, including travel and catering, as may be needed.
3. Provide administrative support to Board and committee meetings.
4. Perform office duties in support of the CEO with general guidance in terms of overall objectives.
5. Manage company records and archiving, including corporate governance and policy and procedure documents.
6. Provide supervision, leadership, motivation and direction to staff consistent with Bank's values and culture of service.
7. Prioritize the success of the team through effective utilization of individual skills
8. Perform all other related duties as assigned
9. Complies with federal and state regulations and all established bank policies and procedures.

Other Responsibilities

- Support and promote the Bank vision, mission and core values, organizational structure and policies and procedures.
- Highly focused, able to rapidly determine key priorities, clearly communicate the priorities and ensure resources are properly aligned.
- Excellent interpersonal and communication skills are necessary for maintaining effective relationships with Board members, officers, employees and members of the business and civic community.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Individual should be able to work under high pressure situations and a stressful atmosphere and remain composed.
- Provide strong, compassionate and visible leadership, which fosters positive attitudes and trust among board members, officers, employees and customers.
- Other duties as assigned.
- Complies with federal and state regulations and all established Bank policies and procedures.

Education and Experience

- A self-starting individual who possesses a High School Diploma, Bachelor's degree preferred.
- Must have at least 3-5 years of administrative assistance experience.
- Experience managing multiple assignments/projects and conflicting priorities with the pressure of short, demanding deadlines in a fast-paced environment.
- Ability to follow complex, multi-step procedures to complete tasks.
- Proficiency with Microsoft Office Suite, 10-key and (multi-line) phone systems.
- Maintain confidentiality as required and appropriate.
- Must have excellent verbal and written communication skills.
- Detail-oriented and accurate with strong organizational skills.
- Computer literate with the ability to utilize all programs including, but not limited to, Microsoft Windows, Excel, Outlook, Word, Internet and specific Bank related software.

Training Requirements

All employees are required to attend scheduled mandatory trainings and complete online regulatory compliance training courses applicable to their specific job function. In all situations, employees must ensure that their actions fully comply with all federal banking laws and regulations, including internal bank policies and procedures. Failure to adhere to these requirements will be grounds for disciplinary action, including probation and possible termination.

Attendance

Punctuality and regular attendance should be regarded as essential functions of any position at Texas National Bank.

Community Involvement

Texas National Bank's Mission Statement includes a commitment to helping our communities grow by serving them with pride and integrity. All employees are encouraged to volunteer for bank sponsored activities, civic, charitable and community events and to be active in the communities we serve.

Management reserves the right to change this position description at any time according to business needs.

Our Hiring Philosophy

Texas National Bank recognizes that the quality of our people is the foundation for our success. Attracting individuals who value a challenging work environment that rewards the contributions of its people is the cornerstone of our hiring philosophy. It is the policy of Texas National Bank to provide equal employment opportunities (EEO) to all persons regardless of age, race, sex, religion, national origin, handicap, marital status, or other attributes not pertinent to the job requirements. This policy reflects our practice of making all employment decisions, from recruitment to promotions, based on an individual's qualifications without discrimination on any basis.

Acknowledgment

I understand that this job description should in no way be construed as a contract for employment, but rather it is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodation in order to perform the essential functions of my job, I must immediately inform my supervisor or manager.