

Tyndall Federal Credit Union  
Executive Assistant  
Panama City, FL

Apply through [https://tyndall.org/about\\_us/employment](https://tyndall.org/about_us/employment)

**We are looking for an Executive Assistant that:**

- is driven, performance focused and tasked oriented
- has a high ethical and moral compass
- has expert knowledge in technology, Microsoft Office, and travel/meeting arrangements
- has previously supported C-Suite Executives (experience is required)

**What you will be doing:**

- Managing up, supporting Chief of Staff, and, at times, CEO and other C-Suite Executives.
- Drive value through streamlining processes, working efficiently, and increasing the productivity of the Executive.
- We are looking for a go-getter to hit the ground running and advance our organization!

**The Role:**

The Executive Assistant position will report to the Chief of Staff. The individual will provide diverse, advanced, highly confidential, and comprehensive support to the Chief of Staff and/or the President/CEO, and, on occasion, the Executive Leadership Team. This individual must demonstrate initiative, organization, and is able to anticipate the needs of the Chief of Staff without being asked and has the ability to take the initiative and work with minimal supervision. They must have a natural ability to engage with team members at all levels in a fast-paced environment, sometimes under intense pressure, remaining flexible, proactive, resourceful, and efficient, with the highest level of professionalism.

**Essential Functions & Responsibilities:**

- Completes critical aspects of deliverables with a hands-on approach, including drafting letters, correspondence, and reports among other tasks with minimal grammatical errors. Assists and/or prepares professional, high quality presentations & documents utilizing different types of systems and resources; experienced in collecting and analyzing information; Strong experience at managing executive's calendars, identifies what needs to be accomplished for each day/week; Highly knowledgeable and skilled in technology. In addition, this individual should be able to manage multiple conflicting objectives, projects, and/or activities.
- Works closely with the Chief of Staff assisting and serving as a "gateway" role, creating win-win situations for direct access to the President/CEO's time and office; Prepares, transcribes, and distributes Board, Committee, and Executive Leadership meeting materials and minutes, assembles electronic Board packages and attends Board & Committee Meetings either in person or virtually. Serve as meeting owner for meetings scheduled by Chief of Staff and/or the President/CEO, and, on occasion, the Executive Leadership Team. Prepare & communicates the agenda in advance of meetings, and ensures any outcomes from meetings are tracked to completion.

- Provides highly confidential, insightful support to the Chief of Staff and/or President/CEO. Exercises tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations. Communicates appropriately and demonstrates leadership to maintain credibility, trust and support with the Executive Leadership Team. Has strong emotional intelligence, and keeps the Chief of Staff and/or President/CEO informed of organizational issues, potential concerns or conflicts.
- Expert at researching, coordinating, and arranging Board & Executive travel, ensuring travel is reasonable and cost efficient. Complete expense reports for the Executive Leadership Team & the Board, as needed.
- Able to lead assigned projects. Proactively provide regular updates and prepare progress reports. Provide administrative and project support to other executives as requested by the Chief of Staff.
- Produces high quality, professional presentations, reports, and documents using Microsoft Office, utilizing expert skills in PowerPoint, Excel, and Word; Extremely well-versed & skilled in technology, apps, & social media. Proactive in learning new technology.
- Maintains and updates credit union official policies, procedures, Board and Committee minutes and actions. Accurately maintains, organizes, and can easily access confidential files/records. Produces accurate, reliable work and meets all deadlines, in addition, reminds executives of their obligations.
- Highly experienced in calendar management, travel arrangements and meeting management both in person and virtually. Ability to take the initiative and work with minimal supervision. A team player who excels in a demanding & fast-paced environment, sometimes under intense pressure, while remaining flexible and adaptable.

**The Location:**

Tyndall Federal Credit Union is an established Credit Union based in Panama City, Florida with branches across the Florida Panhandle and South Alabama. This position is a hybrid/remote - on site one week a month and/or at the request of Chief of Staff. Candidate should be able to work flexible work hours and have the ability to travel to the Panama City Florida area within 24 to 36 hours of request.

**Why Should You Apply?**

We are a credit union that makes a meaningful difference in the lives of our members, in the communities that we serve, and in our employees' lives. We work for that single mom, or dad, with two kids, working two jobs just to put one through basketball lessons and the other through band competition. We understand that the money we spend is not our money, it is our members' money, and we are here to put that extra \$20.00 back in their pockets each paycheck.

We believe in giving back. We recently gave \$11 million back to our members for Christmas. We just eliminated most of our members' fees at the beginning of 2022. We recently just gave out over \$100k of Community Service Grants to charities in the communities we serve. We pay our employees 16 hours a year to volunteer at their favorite 501(c)(3) charitable organization.

Come join us in our mission to make a meaningful difference in the lives of our members. Here are some of the benefits our employees receive:

- Competitive Compensation
- Excellent health benefits – Medical, Dental, Vision, & Life Insurance
- Health Savings Account options available, with an employer contribution
- Employer paid Group-Term Life coverage as well as Short & Long-term disability
- An excellent 401(k) plan with generous employer matching
- An employee profit sharing program
- Career growth within the company
- Tuition reimbursement program
- Full Time (up to 40 hours per week) positions also offer paid bank holidays (including Juneteenth), paid time off (accruing over 3 weeks in the first year)

### **Experience**

Minimum of eight years of similar or related experience

### **Education**

A two-year college degree, and/or completion of a specialized certification or licensing such as Certified Administrative Professional (CAP), Advanced Certificate for the Executive Assistant (ACEA), etc.

### **Interpersonal Skills**

Strong emotional intelligence; ability to work under pressure and to tight deadlines; high integrity, diplomacy, and reliable; self-motivating; flexible & adaptable to juggle a range of different tasks; Strong attention to detail; Discretion and trustworthiness is a must; service oriented. Able to motivate, influence, and/or sell ideas to others at all levels. Excellent communication & listening skills.

### **Other Skills**

Expert level knowledge in Microsoft Office - PowerPoint, Excel, Word; Advanced knowledge on computers, cell phones, iPad, apps, automated intelligence (AI), websites, and social media; Excellent organization & typing skills, Expert in office procedures, processes, and office management; Excellent time management skills & cultural awareness; Strong ethical awareness and decision-making skills.

### **Physical Requirements**

Able to lift at least 25lbs and sit for long periods of time. Must be able to see and hear with or without an accommodation.

***This Job Description is not a complete statement of all duties and responsibilities comprising the position.***

### ***Tyndall Federal Credit Union is an Equal Opportunity Employer:***

*As an equal opportunity employer, Tyndall Federal Credit Union does not discriminate against any employee or candidate on the basis of age, race, gender identity, gender expression, genetic information, national origin, physical or mental disability, protected veteran status, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by all applicable federal, state, and local laws.*

**Reasonable Accommodations:**

*Tyndall Federal Credit Union is an equal opportunity employer that is committed to working with and providing reasonable accommodations to individuals with disabilities. If you have a disability and you believe you need a reasonable accommodation in order to search for a job opening or to submit an online application, please e-mail [hrhelp@tyndall.org](mailto:hrhelp@tyndall.org) or call 850-769-9999. This email and phone number are listed exclusively to assist disabled job seekers whose disability prevents them from being able to apply online. Only messages left for this purpose will be returned. Messages left for other purposes, such as following up on an application or technical issues not related to a disability, will not receive a response.*