

Job Title	Executive Assistant (On-site in Pensacola, FL)
Short Description	Members First Credit Union is looking for an Executive Assistant to join our team.
Full Description	<p>As the Executive Assistant, you will report directly to management, providing support in a one-on-one working relationship. The Executive Assistant will manage the day-to-day administrative responsibilities for Members First management, inclusive of but not limited to: calendar management, booking travel, organizing expenses, project management, and event planning. As the right-hand to the CEO, the Executive Assistant will operate with the utmost discretion while working with highly confidential information, ensuring impeccable attention to detail, organizational skills, and thoroughness. In constant communication with internal leadership, external partners, and clients, the Executive Assistant will represent the credit union culture with professionalism, a positive spirit, and a high level of service.</p> <p>Must have excellent organizational and time management skills. Must be highly proficient in Microsoft applications, including Word, Excel, and PowerPoint. A significant level of trust and diplomacy, in addition to standard courtesy and tact, will possess a mature character—the ability to handle confidential material and matters. The ideal candidate will be adaptable and flexible while working independently.</p>
Education	At least two years of college or two years in an administrative position or equivalent experience in a professional business environment. Knowledge and application of company standards
Additional Comments	<p>Job highlights</p> <p>Experience: At least two years of college or two years in an administrative position or equivalent experience in a professional business environment. Knowledge and application of company standards</p> <ul style="list-style-type: none"> • Knowledge and application of office administration procedures • Proficient in the use of Microsoft Office and other software as needed • Extreme attention to detail • Excellent proofreading and grammar • Ability to communicate effectively, both verbal and written • Ability to maintain confidentiality in all areas • Ability to work in a fast-paced environment with extreme multi-tasking • Ability to prioritize effectively • Ability to develop reports • Ability to maintain effective working relationships with teammates, clients, and vendors • Ability to listen and ascertain the needs of teammates and clients • Ability to find and communicate accurate information • Ability to work flexible hours as needed • Ability to participate in after-hours volunteer events as needed <p>Job Summary: Generally responsible for assisting Executive and Management Leaders with all aspects of administrative and clerical</p>

duties

- This work will be performed under general supervision
- Managing executive and leader outlook calendars, including scheduling meetings using Teams
- Maintain highest level of professionalism with confidential information
- Preparation of organizational charts
- Preparation of internal and external correspondence and transmittals
- Preparation of company mailings and labels
- Entering and submitting executive and leader expense reports
- Entering and maintaining current client contact information in Microsoft Outlook
- Completing clerical and administrative tasks and errands as requested
- Registering Company teammates for conferences
- Tracking and obtaining approval for charitable contributions, preparation of check requests and transmittals
- Obtaining quotes and/or scheduling travel, conference calls and video conferences
- Meeting scheduling and ensuring proper arrangements are made
- Preparation of presentations and other client related information
- Posting announcements and other Company related information to appropriate publications and Company intranet
- Assisting in coordinating company leadership events including holiday gatherings, community involvement, and corporate retreats
- Execution of special projects
- Providing scanning, copying, faxing, and filing services for Executive and Management Leaders
- Maintaining professional appearance of meeting spaces
- Participation in meetings when necessary and preparation of meeting notes for Leader approval

Members First Credit Union of Florida is an equal opportunity employer and, in compliance with all federal and state civil rights laws, makes every effort to employ and promote the most qualified individuals without regard to race, color, religion, sex, national origin, age, handicap, disability, veteran status, marital status, or any other protected class.

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