

Job Title	Executive Assistant
Short Description	<p>Are you looking for a position in which you make a difference every day in the life of others? Then check out our Executive Assistant role! Orlando Credit Union employees empower members to make better financial decisions and assist them in achieving their dreams. Our Team makes a difference throughout our local communities, volunteering with local charities, supporting local events and building strong relationships with neighboring organizations and businesses.</p> <p>The Executive Assistant is responsible for supporting high-level Executives and Senior Management; functions as a liaison for the Board of Directors, Supervisory Committee, Executive Leadership; provides administrative support and performs numerous duties, including and not limited to scheduling, writing correspondence, emailing, handling visitors, routing callers, answering questions and requests.</p> <p>The Company: Orlando Credit Union was founded on the universal credit union creed of “not for profit, not for charity, but for service.” It’s why nearly 25,000 members turn to us still, more than 80 years after we were founded. We believe in offering a better banking alternative and strive to empower our members to achieve their dreams.</p>

Full Description	<p>Responsibilities:</p> <ul style="list-style-type: none"> · Perform specialized and confidential administrative duties to Board of Directors and Executive Leadership Team (ELT). Must have experience in taking detailed meeting minutes. · Provide support and communication to the Board of Directors, President/CEO and ELT to include research, correspondence, scheduling, maintaining confidential matters and support of strategic planning efforts. · Act as liaison to the Board of Directors to include scheduling, maintaining records, organizing monthly Board and ALCO/Finance meetings including Security Committee and CUSO Board meetings by preparing agendas, taking minutes and preparation of meeting packets to include organizing and distribution. · Coordinate Board of Directors, Supervisory Committee and ELT annual regulatory training, educational notifications and registrations including any travel related arrangements to include tracking of same. · Maintain and update contract management system to ensure compliance with the vendor management policy and timely notification to the vendors at time of rebidding or contract cancellations. · Responsible for maintaining and revising the Credit Union’s Master Policy List. This includes updating revisions and preparing
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the annual policy review for the Board of Directors approval.

- Coordinate, plan and manage the Annual Board of Directors' Planning Session.

- Maintains records for the Board of Directors Annual Elections.

- Maintain and track member correspondence and member complaints in a professional manner including the Supervisory Committee and NCUA correspondence when applicable. Responsible for regularly scheduled mail pick up at the Supervisory Committee post office box for member correspondence.

Education

Associate degree required; bachelor's degree preferred.

Additional Comments

- Required five years' experience in a related position.

- Prior Credit Union or Financial Institution experience strongly preferred but not required.

Prior experience taking formal meeting minutes is required.

Excellent communication, listening and observation skills; highly confidential; self-starter; integrity, ability to work independently with minimal supervision; ability to read and interpret specific directions; responsive and strong decision-making abilities and reflects a sound and professional image.

Credit Union

Orlando Credit Union

State

Florida

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Expiration Date

01/31/2022