

First Bank of Highland Park

Date	5-13-2019	Requisition Number	2019 – 19
Position	Executive Coordinator		
Department	Administration		
Reports To	President and Chief Operating Officer		
Basic Function	Provide executive support to the CEO and President & COO		
Essential Duties	<p>Executive support duties include:</p> <ol style="list-style-type: none"> 1. Maintain and update daily calendars <ol style="list-style-type: none"> 1. Schedule/confirm internal and external meetings and conferences 2. Coordinate/book travel and lodging 3. Place catering orders 2. Review and process incoming mail 3. Attend to forwarded email 4. Assist and prepare for internal and external meetings <ol style="list-style-type: none"> 1. Assist in preparing presentations 2. Coordinate with clients 3. Coordinate with Bank departments 5. Prepare memos and correspondence as needed 6. Photocopy, scan and file documents as required 7. Screen & filter phone calls and messages 8. Process and monitor all PTO requests for CEO and President's direct reports 9. Maintain Tickler file <p>Perform additional executive support functions as follows:</p> <ol style="list-style-type: none"> 1. Process Foundation Donation Requests and prepare report for Compliance 2. Print Value Line Reports 3. Provide Board reports and minutes to legal council 4. Distribute and file monthly statements of Trusts, Holding Co. & Foundation Accounts 5. Respond to miscellaneous Holding Company requests 6. Provide monthly and quarterly reports to Regulators on a timely basis (i.e. FDIC, State, IDPFR, etc.) 7. Provide monthly reports to attorney for Holding Company 8. Distribute various meeting agendas and materials 9. Document CRA hours (service hours for Bank and CEO) <p>Provide administrative support to Corporate Secretary</p> <ol style="list-style-type: none"> 1. Schedule Board meetings 2. Gather all documents for monthly Board meetings, Board committee meetings and Management committee meetings 3. Coordinate communications with Board members for Board committee meetings and Management committee meetings 4. Upload Board packets to web portal for Board committee meetings and Management committee meetings 5. Prepare Board committee and Management committee minutes 6. Attend Board and Committee meetings as appropriate <p>NONESSENTIAL DUTIES</p> <ul style="list-style-type: none"> • Other duties as assigned 		

Website Job Posting

Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Strong verbal and written communication skills • Detail oriented & organized • Ability to multi task • Ability to work independently • Tact & diplomacy in dealing with clients, Directors, Examiners and staff • Maintain confidentiality relative to all privileged information • General knowledge and understanding of banking • Proficient in Microsoft Word, Excel and PowerPoint • Knowledge of Fiserv helpful
Training & Experience	<ul style="list-style-type: none"> • High school diploma or GED • Associates or Bachelors' degree preferred • Microsoft proficiency • Minimum 5 years previous experience as an Administrative/Executive Assistant • Additional training/education helpful
<p><i>To Apply: Send email with attached resume to careers@firstbankhp.com. Please reference Job Code 2019 – 19.</i></p>	