

Heartland Bank and Trust Company
Job Description
Executive Assistant to President/CEO and SVP Retail Operations

Purpose: This professional provides comprehensive administrative and organizational support to the President/CEO and SVP of Retail Operations. Candidates must be detail conscious and proficient with math, office software, and mobile devices in order to help busy executives with managing schedules, appointments, and projects; able to anticipate needs and operate efficiently and effectively given general direction.

Essential Job Functions:

- Organizes and manages data and information in an exceptionally efficient and effective manner to assist with scheduling, reminders, follow up, reporting, inventory, and special events.
- Anticipates needs and given general instructions, is able to outline assignments, conduct research, and propose solutions for projects or special events.
- Employs interpersonal and business skills to screen communications, build relationships, assist with difficult customer situations, and minimize interruptions for executives.

All employees must be able to relate well to customers and co-workers in an atmosphere of mutual respect without exhibiting behavioral extremes and be able to respond appropriately to directions and criticism from a supervisor

Required Skills/Abilities:

- Must be exceptionally proficient with Microsoft Outlook, Word, Excel, and Powerpoint
- Exceptionally well developed and professional oral and written communications
- Highly proficient with math, data, and communications management
- Detail oriented, accurate, and punctual
- Demonstrated high degree of confidentiality

Other Requirements:

- Bachelors degree
- Minimum of five years related work experience
- Banking experience preferred

Submit cover letter, resume, and application for employment to pparette@hbtbank.com.
Internal applicants: Submit resume and cover letter only, along with Job Interest Form

Please refer to Job Code SS030.