

**KAUAI GOVERNMENT EFCU  
 Job Description**

<b>Job Title: Executive Assistant</b>	<b>Effective Date: March 2021</b>
<b>FLSA Status: Exempt</b>	
<b>Reports to: EVP / COO</b>	
<b>PURPOSE AND SCOPE</b>	
<p>The Executive Assistant is responsible for providing comprehensive support to the Executive Team and Board of Directors. This role will be responsible for managing schedules and coordinating a high level of administrative support and a variety of sensitive and confidential matters for the Executive Team. The Executive Assistant also serves as a liaison between the Executive Team and the Board of Directors.</p>	
<b>ESSENTIAL JOB FUNCTIONS</b>	
1. Completes a broad variety of administrative tasks for the Executive team, including managing calendars; completing expense reports; create and update agendas; and compiling documents as requested.	
2. Fosters professional and effective collaboration and communication between the Board of Directors (BOD) and the CEO, working groups, vendors, employees, etc.	
3. Responsible for timely and accurate exchange and the distribution of relevant materials in advance of BOD meetings as well as scheduling and communication and follow-up on all action items. Post materials to BoardPaq.	
4. Coordinates, schedules and organizes the Executive Team’s calendar, meetings, conference registrations and business travel arrangements.	
5. Provides support for the Executive Team and BOD for meetings, including preparing agendas, scheduling appointments, recording and distributing minutes.	
6. Maintains collaborative relationships with members, vendors, managers, and employees.	
7. Assists with special projects, creating reports and presentations, collecting and preparing information for meetings with staff, and composing and preparing correspondence.	
8. Must comply with applicable policies, laws and regulations, including but not limited to the Bank Secrecy Act, the USA PATRIOT Act, Office of Foreign Assets Control, and the Equal Credit Opportunity Act. Maintain confidentiality of all documents.	
9. Perform other duties as assigned.	

<b>SUPERVISION RECEIVED</b>
<ul style="list-style-type: none"> <li>• Must be able to work independently in setting and meeting short and long term objectives with limited supervision from TBD.</li> <li>• Empowered to solve problems in a professional and timely manner.</li> </ul>

- Exercise discretion and independent judgment in tasks/situations detailed in departmental procedures.

**MANAGEMENT/SUPERVISORY RESPONSIBILITIES**

Directly Supervises: none.

**IDEAL EDUCATION AND/OR EXPERIENCE**

- Bachelor's Degree or higher from an accredited college or university; and
- Three (3) years' experience in administrative work experience preferred
- Strong organizational skills, ability to prioritize tasks seamlessly with attention to detail
- Ability to clearly and effectively communicate via verbal and written communication
- Experience using Microsoft Office Suite such as Word, PowerPoint and Excel

**PHYSICAL DEMANDS**

**Work Environment:**

- "Moderate" noise level in an enclosed air-conditioned facility (e.g., office with computers, printers, work area with light traffic, telephones, etc.).
- May require continuous communication via telephone and other electronic messaging for up to 4 hours.
- Usually indoor work with occasional work outdoors.
- Must be able to lift, push, and pull a minimum of 25 lbs.
- Must be able to operate office equipment such as: computer, typewriter, fax, telephone, photocopier, and calculator.
- Position may require prolonged sitting, standing, and walking.

**TRAVEL REQUIREMENTS**

Some travel may be required to attend meeting/educational offerings by car or aircraft to various locations throughout the United States. The length of the travel varies by purpose.

**ATTENDANCE REQUIREMENTS**

**Please note that scheduled attendance requirements may change due to business needs.**

The standard work days are:

Monday, Tuesday, Wednesday, Thursday from 8:00 a.m. – 4:45 p.m.

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Friday from 8:00 a.m. – 5:30 p.m.

This schedule can flex based on individual meeting and community involvement schedule.

Must be able to attend meetings and events at night, weekends, or Holidays as needed.