

BWM Executive Administrative Assistant

Duties/Responsibilities:

Manage the office area of the Regional Executive including:

- Visitors
- Phone calls
- Mail
- Appointments
- Reports and internal documents

Coordinate / manage various regional activities including:

- Client events
- Quarterly staff meetings
- Annual strategic planning session

Travel to various west banking centers as needed

Additional duties as needed and assigned by the Regional Executive

Qualifications:

- Professional oral and written communication skills
- Ability to work independently
- Ability to prioritize daily workflow
- Requires experience with PCs and word processing/spreadsheet software; strong keyboard skills
- Previous college business courses and 2 or more years banking experience preferred

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