

## Office Manager/Executive Assistant – Job Description

First Resource Bank, a 15-year old community bank headquartered in Exton PA, is looking for a motivated full-time, entry-level position which serves as the Office Manager and Executive Assistant for our corporate headquarters.

At First Resource Bank, you will enjoy a family-style atmosphere where all employees know each other, and the bank is extremely involved in the community. Our excellent benefit package reflects how our employees truly come first. Because we continue to grow, there are opportunities for advancement.

This position is a required in-office position that reports directly to AVP, Deposit Services Supervisor, performing a variety of support duties which requires flexibility to fill in wherever needed. Duties will include, but are not limited to:

- Print CD interest checks and update Check Register.
- Prepare outgoing mail, including replenishment of postage meter.
- Prepare and send FedEx Package requests.
- Maintain Business Reply Postage (USPS) and process request to Accounting, including annual permit renewals.
- Pick up mail from US Postal Service, open and scan to individuals. Pick up of interoffice mail from Exton and transport courier bags between locations, as needed.
- Review all return mail items maintain on log and notify staff.
- Maintain kitchen and supply closets, proactively restocking as needed.
- Order Corporate office/bank supplies according to schedule or request. This includes basic office supplies and JH forms.
- Act as the main point person for vendor relationship for water cooler service, shred service, shipping company, ordering logo attire, ordering name plates and name badges, business cards, etc, including invoice verification with Accounts Payable
- Manage and oversight of Iron Mountain off site records storage, including retrieval and destruction of records.
- Manage all corporate facilities requests and communications with building management.
- Manage incoming faxes (converted to email) and distribute to the perspective area.
- Reception area attendant for all vendor deliveries and visitors.
- Manage the money, sending letter, and creating GL entries for Charity Dress Down Day.
- Update the rate report monthly.
- Manage the office equipment vendor management/contracts.
- Process IT tickets for office equipment service requests.
- Notary services for loan closings at Corporate.
- Manage bank customer educational statement inserts with JH statement processing center.
- Maintain and process insurance policies received for loans and update core tickler system.
- Update and maintain monthly Master Calendar.
- Manage the EITC correspondence annually.
- Ongoing support for the Executive Team.

Qualifications:

- At least 3 years similar job experience.
- Good computer skills; specifically data entry, MS Word and Excel.
- Strong Attention to Detail
- Excellent verbal communication skills
- Confidentiality is an essential qualification
- Possess the ability to be cross trained on different job duties as needed.
- Ability to work in a fast-paced, time-sensitive environment
- Prior bank experience is preferred.
- Must have a valid driver license and the ability to lift supply box deliveries.

First Resource Bank is an Equal Opportunity Employer.

Send resume, cover letter and salary requirements to [HR@FirstResourceBank.com](mailto:HR@FirstResourceBank.com) to apply.