



OLD MISSION BANK

Serving Our Community - One Customer at a Time

If you want to be a part of a professional team at the Eastern Upper Peninsula's Newest and Fastest Growing Bank, we have an opportunity for you!

Administrative Assistant / Executive Secretary - Full Time Position

Education /Experience: Minimum Assoc. Degree in Office Administration, at least three years' experience as an Executive Secretary or Administrative Assistant, or relevant comparable experience and education. Banking experience preferred.

Applicant must:

- ◆ Be moral, ethical, logical, use good judgment, and maintain strict confidentiality
- ◆ Multi-task, prioritize competing tasks, use tact and discretion, have excellent customer & people skills
- ◆ Be skilled using Microsoft Office Suite (Word, Excel, Print Shop, Access & Outlook); transcribe dictation competently
- ◆ Have excellent time management, writing, grammar, spelling and proof-reading skills
- ◆ Be self-motivated, able to work in cooperation with others and available to work flexible hours

Duties include, but are not limited to the following:

- ◆ Act as liaison between Executive Management and the Board of Directors, shareholders, regulators and customers
- ◆ Maintain executive management calendars and provide clerical support, including internal reports, correspondence and filing; maintain corporate, shareholder and regulatory records; organize and prepare for Board and Committee meetings, including agendas, materials, reports, and minutes

Old Mission Bank offers an excellent benefit package, including: Health Insurance, Health Reimbursement Accts & Pre-tax Medical and Dependent Care Spending Accts; ESOP; 401(k) with Employer Match; Life Insurance, Long-term Disability; Paid Vacation, Holidays and Personal Leave Days; Employee Assistance Program

Application Deadline: Until Filled

Apply to: Old Mission Bank
Human Resources
2701 I-75 Business Spur
Sault Ste. Marie, MI 49783

Old Mission Bank is an Equal Opportunity Employer.