
Title: Administrative Assistant /Marketing Coordinator	Availability:	Mon – Fri 8:00 a.m. - 5:00 p.m.
FLSA: Non- Exempt	Location:	Stillwater
Department: Administration	Category:	Full Time
Date: January 2017		

Position Summary

The Administrative Assistant /Marketing Coordinator offers support to the commercial lending staff as it relates to the servicing of new and existing commercial loan portfolios. This position is responsible for providing excellent customer service and administrative support to the Commercial Loan Department. This position is also responsible for the creation of marketing materials that are visually appealing and promote business and retail products and services. Emphasis will be placed on joining together consumer tastes and bank ideals to strategically plan new looks, designs and product or services.

Primary Duties

1. ADMINISTRATIVE SUPPORT – COMMERCIAL DEPARTMENT

- a. Provides administrative support to the commercial loan department, such as preparing correspondence, photocopying, faxing, retrieval of reports, etc.
- b. Assists with gathering data for new lending requests and forwarding appropriate information to the credit analyst when necessary.
- c. Follows-up on document exceptions/ticklers as requested by Commercial Loan Officers.
- d. Reviews maturing loans report and works with lender to determine payoff/renewal status. Reviews loan file and requests deficient documents for loans that are expected to renew.
- e. Provides excellent customer service to internal and external clients. Assist external clients with servicing related questions such as advances, transfers, balances, etc.
- f. Completes other duties as requested.

2. MARKETING

- a. Works with Marketing Committee to brainstorm and develop new marketing strategies, policies and programs designed to promote bank products and services.
 - b. Creates and/or updates mailers, statement stuffers and brochures.
 - c. Maintains Eagle Valley Bank's Website.
 - d. Develops the bank's image and visibility campaigns, working with outside resources as needed, with the goal of increasing visibility of the bank and presenting a consistent message.
 - e. Completes other marketing duties as assigned.
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Secondary Duties

1. Assists and Supports the Cash Management Specialist
2. Assists the branch in regards to greeting customers and answering phones, as needed.
3. Monitors the Eagle Valley Bank business and consumer credit card application process.
4. Assists with other tasks as assigned.

Supervisory Responsibility

There are no supervisory responsibilities associated with this position.

Minimum Requirements

1. A minimum of 3 years of previous marketing experience;
 2. A minimum of 3 years of previous administrative work experience;
 3. Ability to work under strict deadlines;
 4. Ability to read, analyze and interpret banking, state and federal banking compliance regulations;
 5. Proficient with Microsoft Office products;
 6. Excellent organizational and time management skills and
 7. Ability to work with minimal or no supervision while performing duties.
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