

Job Description:

Executive Assistant

We are seeking an experienced Executive Assistant to be a proactive business partner to our CEO and Founder while scheduling meetings; reviewing documents, prioritizing deliverables, responding to emails; answering and returning phone calls; organizing documents; maintaining records; taking notes at meetings, and any other administrative tasks that help the executive perform their job. Serve as a liaison between the CEO and clients and internal partners. As an Executive Assistant supporting the Founder and CEO, you will be playing a primary role in the efficient organization and operation of Piermont Bank!

About the role:

- Providing onsite and virtual administrative support for CEO, includes managing and maintaining calendar, booking rooms and resources, preparing materials, coordinating logistics for speaking engagements and reporting expenses.
- Establish production pipeline meetings, weekly one-on-ones with CEO's direct reports, monthly and quarterly meetings with senior executives, Board of Directors, meetings with Regulators (FDIC, DFS), External Auditor, and meeting materials submission.
- Coordinate and plan all aspects of the logistical organization of Senior Leadership Meetings, conferences, as well as all-hands town halls: develop agendas and materials.
- Scheduling and coordinating agenda and logistics for complex external client and partner meetings that involve executives from multiple organizations, including coordinating catering and room setup needs, including being the onsite coordinator for events.
- Maintaining calendar and daily schedules in a proactive, forward-thinking fashion for the supported executive.
- Communicating professionally and effectively with C-Suite level executives and their support staff to ensure that meetings are scheduled promptly and appropriately.
- Working both under specific direction and independently to fulfill and anticipate scheduling and workflow needs for supported executive.
- Greeting guests of the supported executives, including business partners and interview candidates.
- Assisting in the creation, formatting, and distribution of agendas, PowerPoint presentations, capturing notes and key takeaways and other materials for both internal and external meetings.
- Supporting creation of written communications and campaigns including team newsletters, business updates, employee recognition, other.



- Assistance with specific team project work, reporting as needed.

About You:

- Bachelor's Degree or equivalent work experience.
- At least 2-4 years of experience in an administrative role.
- Excellent written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Prior experience with expense reporting, scheduling travel, and calendar management.
- Advanced proficiency with the Microsoft Office Suite, especially Outlook and PowerPoint.
- Ability to multitask, prioritize, adapt to change, and work well under pressure in an entrepreneurial environment.
- Hard-working, flexible.
- Most importantly – a desire to learn, to grow.

Piermont Bank is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based upon race, religion, color, national origin, political affiliation, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics.