Position: Operations Executive Assistant
Reports to: Chief Operations Officer
Location: Lubbock, TX

Summary of Primary Duties/Responsibilities:

Vista Bank is currently seeking a full-time Executive Assistant. Hours for this position range from 40-45 hours per week, Monday through Friday, depending on the need of the department. As an Executive Assistant, position duties/responsibilities include:

- Maintaining executive's schedule by planning meetings, teleconferences, and travel.
- Conserving executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Communicating with the executive management team.
- Gathering data and preparing reports using MS Word, Excel, and PowerPoint.
- Tracking operational expenses, preparing invoices for approval, and assisting with budget process.
- Maintaining inventory of office supplies, anticipating needed supplies, placing orders as needed.
- Frequently interacting with the bank's vendors.
- Compliance with all company and banking regulations.
- Other duties as assigned.

This Position requires:

- High School Diploma or GED or equivalent; some college preferred.
- Minimum 3 years of experience as an executive administrative assistant.
- Strong verbal and written communication skills.
- Excellent organizational skills and time management.
- Proficiency with Microsoft Office and personal computers.
- Experience with travel logistics.
- Ability to multitask and work efficiently under pressure in a fast-paced environment.
- Positive attitude and great work ethic.
- Experience with banking operations preferred.
- Only applicants that have consented to a background and credit check will be considered.

Vista Bank offers a competitive benefits package including paid bank holidays.

Contact any Vista Bank location for an application.

Please direct inquiries to the Vista Bank Human Resources Department at hr@vistabank.com

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Vista Bank reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Vista Bank is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, natural origin, sex, age, status as a protected veteran, among other things, or status as a qualified individual with disability.