



Position Description

Position:	Executive Assistant
Reports To:	Market President
FLSA Classification:	Non-Exempt

Organization Overview:

Foresight Bank is the largest, locally owned community bank in Northern Illinois, with fifteen offices in the counties of Winnebago, Stephenson and Kankakee. Foresight Bank is owned by Foresight Financial Group, Inc., an Illinois corporation founded in 1986, a financial holding company established under the Federal Reserve.

Position Summary:

The Executive Assistant is responsible for performing advanced administrative support for the assigned Market President or other Executive, projecting a positive image by maintaining composure, tact and professionalism at all times. Provides a variety of administrative support that includes complex, confidential information and requires a high level of organization. Performs duties to support efficient office workflow and executive activities. Coupled with an understanding of the business, uses intuition, judgement, discretion and problem solving to address a variety of circumstances and ascertain priority.

Primary Responsibilities:

1. Provide administrative support such as writing correspondence, creating agendas, proofreading, copying, faxing, scanning, printing of notices and/or presentations, and filing.
2. Prepares a wide variety of letters, memos, minutes, and reports from notes and oral instruction, frequently confidential in nature.
3. Prepare and, at times, participate in, meetings including facilitating communications, documentation preparation, meeting coordination, arrangements, room preparation, and refreshments.
4. Schedules meetings and appointments.
5. Answers the phone, takes messages, may screen and greet visitors as appropriate.
6. May assist Market President and/or Commercial and Retail Leader and marketing with elements of community and customer events. This may include sponsorship tracking, reporting, event organization and preparation; and customer materials preparation.
7. Take and compose accurate minutes at meetings as requested, documenting actions and decisions.
8. Greet and direct customers in-branch or via phone, as assigned.
9. Manages onsite local needs relative to facilities, supplies, vendor visits, etc. in collaboration with Foresight Bank Facility Management.
10. Provide support to the HR team in facilitating human resource needs, where applicable.
11. Facilitate communication on behalf of the Market President with tact and professionalism.
12. Document procedures and practices and institute processes that support efficiency, consistency and accuracy.
13. Maintains confidential files and records.
14. Assist the IT Security Officer in maintaining current disaster recovery files.



15. Maintain compliance with and adhere to all state and federal regulations and bank policies and procedures, including, but not limited to Bank Secrecy Act, FACT ACT, Community Reinvestment Act, and EEO/AA/Fair Employment Practices.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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| Project Management: | Ability to work on multiple projects simultaneously, managing time and resources to ensure work is completed efficiently and within established timeframes. |
| Interpersonal: | Interact with others positively and build relationships with internal and external customers. |
| Communicator: | Advanced written and oral communication skills. Intuitively assess and anticipate communication needs, all while maintaining the highest level of confidentiality. |
| Problem Solving: | Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics. |
| Organizational: | Focus, plan, and prioritize work in a systematic way to complete tasks and projects. |
| Technical: | Advanced proficiency in usage of PC/Microsoft Products. Strong administrative skills. Proficient at data entry. |

Position Performance Standards:

Complete all work accurately and timely.

Complete all tasks and projects as assigned and by established deadlines.



Performance Weightings:

30% Competencies

70% Position Performance Standards and Personal Goals

Qualifications:

HS Diploma or equivalent required; Associates or Bachelor degree in business preferred. Minimum 3-5 years executive assistant or relevant experience required. Certification as executive secretary a plus. Must have a valid driver's license.

Physical Demands and Work Environment:

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets and fax machines. The physical demands described here are representative of those that must be met by a Team Member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires manual dexterity. While performing the duties of this Job, the Team Member is regularly required to sit or stand for extended periods of time.

I understand the requirements and essential functions and duties of this position.

Executive Assistant

Date

Market President

Date