



NOW HIRING FOR AN Executive Administrative Assistant

Under the general supervision of the Chief Administrative Officer (CAO), this position provides administrative support to the Administrative division, which includes the Building Services and Security, Information Technology, Corporate Strategies, Corporate PMO and Member Experience departments. These responsibilities generally include providing responses on behalf of the CAO regarding non-critical requests for information from others, maintenance of policies, drafting and reviewing memorandums, preparation and administration of internal and external meetings, drafting committee minutes, assisting in the development and monitoring of the division's operational and capital budgets, coordination of travel activities and assisting with reporting of various initiatives. This position will independently manage multiple tasks and projects with competing priorities and deadlines, as well as screening and prioritizing communications and requests from external and internal sources.

What qualifications are needed?

- Equivalent to a high school education.
- Three to five years of secretarial or administrative experience.
- Strong communication and writing skills
- Must be able to type a minimum of 50 wpm.
- Experience with MS Office products, including Outlook, Word and Excel.
- Must be able to handle multiple tasks.
- Ability to work overtime as needed.
- Ability to work independently and operate general office equipment such as telephone, copy machine, computer and facsimile.

ABOUT US

FHLBank Topeka's products and services help our member financial institutions support affordable housing and community development efforts across the Midwest. We have been headquartered in Topeka, Kansas, since 1932.

FHLBank is an equal opportunity employer. We accept all people, celebrate diversity and promote an inclusive workplace.

Benefits: FHLBank offers a hybrid operating model* and an attractive benefits package including health & dental insurance, 401(k) with company match, a short-term incentive plan, student loan repayment assistance, onsite fitness center with shower facilities and much more.

**Eligible positions may have the opportunity to work remotely up to two days per week.*

Find more details & apply online: fhlbtopeka.com/careers

