

WE ARE **HIRING**

Executive Assistant to the President & CEO

When you work at Landmark, you'll find we are all about Culture, Connection, and Contribution. You'll be an essential part of a team that makes a real difference in the community. You will find a family that supports you and celebrates your success. You can build a career at Landmark.

To Join Our Team, You'll Need:

- Prior experience providing C-level support to executive management in a fast-paced environment with high expectations for customer service; banking, financial services, family office or consulting firm experience preferred.
- Bachelor's degree or equivalent experience required.
- Expert proficiency in Microsoft Office applications required, including Word, Excel, PowerPoint, and Outlook; knowledge of SharePoint preferred.
- Proven knowledge and experience utilizing office equipment and systems to their fullest, including computers, telephones and related systems, video conferencing, HR systems and other applications as needed.
- Demonstrated ability to learn and synthesize large amounts of information quickly.
- Ability to maintain a high degree of discretion and confidentiality.
- Ability to travel when necessary.

What You'll Do

- Provide administrative support and serve as primary support for the President and CEO daily to ensure bank goals and objectives are accomplished and that the office of the CEO runs smoothly.
- Manage professional and personal scheduling for CEO, including agendas, mail, email, phone calls, customer management and other company logistics.

Apply Online at

[Banklandmark.com/careers](https://banklandmark.com/careers)

Landmark National Bank is an
EEO/AA/ADA/Veteran employer.

Member FDIC



**LANDMARK
NATIONAL BANK**



**Full Position
Details
Available
Online:**

