

No banking experience required — bring your organizational skills, attention to detail, and self-starter mindset to a role where you'll support executive leadership and make a daily impact.

Executive Assistant to the President & CEO

Astra Bank is seeking an Executive Assistant to the President & CEO. This full-time position is ideal for someone who is highly organized, detail-oriented, and thrives in a fast-paced environment. As the right-hand partner to the President & CEO, you will play a key role in ensuring operations run smoothly and leadership priorities are met.

Key Duties & Responsibilities

- Act as the primary point of contact for executives, employees, clients, and external partners.
 - Manage the President & CEO's schedule, communications, and priorities with accuracy and confidentiality.
 - Organize executive and board meetings, including scheduling, preparation of materials, catering, and follow-up on action items.
 - Draft, review, and send professional communications on behalf of the President & CEO.
 - Maintain organized filing systems and manage information flow in a timely and accurate manner.
 - Coordinate travel arrangements, events, and community appearances for executive leadership.
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What We're Looking For

- Strong organizational skills with keen attention to detail.
 - Ability to manage multiple priorities independently while maintaining confidentiality.
 - Excellent verbal and written communication skills.
 - Experience supporting senior executives preferred but not required.
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Benefits

- Competitive pay based on experience.
- Comprehensive health, dental, and vision insurance.
- 401(k) retirement plan with company match.
- Paid time off and holidays.
- Professional development opportunities.
- Supportive, team-oriented workplace culture.

Please apply at www.astra.bank/careers

