

Executive Assistant

Job Description

Location: Corporate Management Offices, Florence, SC

Department: Corporate

Reports To:

Position Summary

The Executive Assistant provides high-level administrative and operational support to the President and Corporate Headquarters through a combination of executive coordination, financial reporting, and credit-related functions. This role serves as a trusted partner to the President, acting as a communication liaison and proxy when appropriate, while ensuring the timely execution of recurring reporting, accounting processes, and organizational priorities.

In addition to executive support responsibilities, this position executes a wide range of daily, weekly, monthly, and quarterly operational functions. These include financial and loan reporting, accounts payable processing, invoice creation, reconciliation activities, Board and committee coordination, regulatory and tax-related reporting, and the preparation and distribution of executive and Board-level materials. The role also supports credit administration through ongoing report generation and distribution.

The Executive Assistant plays a key role in maintaining reporting accuracy, meeting critical deadlines, and ensuring consistency across corporate processes. Responsibilities also include tracking and supporting policy updates, managing internal communications, coordinating office operations, and handling general administrative duties such as phone coverage, mail distribution, supply management, and visitor reception. The ideal candidate is highly organized, detail-oriented, proactive, and capable of managing multiple priorities in a fast-paced environment while maintaining strict confidentiality and professionalism.

Key Responsibilities

Executive Support & Communication

- Serve as a primary point of contact and communication liaison on behalf of the President, managing and prioritizing internal and external correspondence.
- Act as a proxy for the President in follow-ups, coordination, and dissemination of information to ensure alignment across departments.
- Manage the President's calendar, scheduling, and meeting logistics, ensuring efficient use of time and alignment with strategic priorities.
- Prepare executive-level communications, presentations, and briefing materials for meetings, speaking engagements, and Board interactions.
- Coordinate and support Board of Directors activities, including meeting preparation, materials distribution, and follow-up on action items.
- Exercise the highest level of confidentiality, discretion, and professionalism in handling sensitive corporate and executive matters.

Loan & Credit Reporting

- Create and maintain loan reports for Senior Management and the Board of Directors using Cognos, Query, and other reporting tools.
- Coordinate with the Credit Administration team to ensure accuracy and consistency in all loan-related data and analytics.

Accounting Functions

- Back-up Accounts Payable in accordance with established policies and deadlines.
- Assist with various accounting tasks as needed to support the Controller and Finance team.

Corporate & Strategic Support

- Work closely with the President and Executive Management to support corporate initiatives, strategic projects, and cross-functional priorities.
- Assist with compiling, consolidating, and distributing monthly and quarterly Board reporting packets.
- Track and follow up on key initiatives, ensuring deadlines and deliverables are met across departments.
- Provide administrative and logistical support for meetings, presentations, and corporate events.

Qualifications & Requirements

- Exceptional verbal and written communication skills, with the ability to represent executive leadership effectively.
- Strong organizational and time-management abilities with keen attention to detail.
- Proficiency in Microsoft Excel, including formulas, and data analysis tools. Demonstrated ability to handle confidential information with discretion and sound judgment.
- Ability to work independently while also collaborating with Executive Management and cross-departmental teams.
- Analytical mindset with the ability to interpret financial and credit information.

Preferred Skills

- Experience supporting C-level executives or senior leadership.
- Experience with Cognos, IBM Query, or similar reporting tools.
- Prior experience in banking, credit administration, or financial services.
- Knowledge of general accounting principles and financial reconciliation processes.

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AMERICANS WITH DISABILITY SPECIFICATIONS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.