



THE NATIONAL  
BANK OF INDIANAPOLIS

## **The National Bank of Indianapolis** **Job Posting: Administrative Assistant**

### **A Stable and Growing Employer**

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with a highly competitive benefit package, our staff enjoy a sense of stability not always experienced in the general work environment. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

### **Who We Are Looking For**

The National Bank of Indianapolis has assembled our talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their co-workers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

### **How to Apply**

To express interest in an open position at the Bank, please email your resume to [Resumes@NBofI.com](mailto:Resumes@NBofI.com) or call 317/261-3271.

**We invite you to learn more about The National Bank of Indianapolis at**  
<http://nbofi.com/careers.php>

**The National Bank of Indianapolis is an Equal Opportunity Employer**  
**(Minority/Female/Disability/Veteran)**





## **JOB POSTING: Administrative Assistant**

**Purpose of Position:** Assists the Executive Assistant to the President/CEO with various administrative matters, such as reporting, general office functions, event planning, event support, large mailings and special projects. Requires the ability to perform work either collaboratively or independently. The incumbent provides the highest quality of service to every client, employee and vendor.

### **Essential Functions:**

- ◆ Completes research for and/or assists in monitoring various daily and monthly reports, including but not limited to closed reports, address changes and Private Banking accounts opened
- ◆ Assists with mailings as directed, including but not limited to employee anniversary cards, proxy and shareholder mailings
- ◆ Assists with planning and preparation for various client and employee events; expected to assist during the event, which includes occasional evening and/or weekend work
- ◆ Stocks, organizes and distributes Bank premium items consistent with internal guidelines; maintains monthly spreadsheet reflecting supplies distributed to departments and purchased by employees
- ◆ Assists with, stocking, organizing and distributing various printed items, including but not limited to letterhead, brochures, etc.
- ◆ Provides all document imaging support for transfer agent function as well as Board of Directors and ALCO
- ◆ Prepares bi-monthly lunch club assignments and processes receipts for reimbursement
- ◆ Assists with Teambuilding Committee meetings; summarizes notes and team duties
- ◆ Orders supplies as needed, including but not limited to client birthday cards and general office supplies
- ◆ Performs setup for shareholder accounts on the Jack Henry system
- ◆ Performs general office functions, as required or directed
- ◆ Provides critical back-up for the Executive Assistant

### **Requirements:**

- ◆ High School Diploma required; applicable college-level coursework or equivalent work experience preferred
- ◆ Minimum of five years of experience in an executive/administrative assistant or similar customer service role in a professional environment; previous experience coordinating and supporting large events is a definite plus; combination of formal training and experience will be considered in lieu of minimum experience requirement
- ◆ Prior banking experience preferred
- ◆ High level of computer proficiency; strong working knowledge of Microsoft Office products and similar applications, including intermediate or advanced level of skill with Excel
- ◆ Demonstrated ability to organize work and prioritize tasks
- ◆ Proven written and verbal communication skills, with strong emphasis placed on responsiveness and customer service
- ◆ Excellent interpersonal skills, exhibiting a high degree of professionalism
- ◆ Proven ability to interact with a wide spectrum of personalities and styles
- ◆ Very high degree of accuracy and attention to detail
- ◆ Dependable, with the proven ability to work independently, multi-task and work under deadline pressures
- ◆ Proven ability to handle high volumes of confidential information appropriately

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