

# Career Opportunity: *Executive Assistant*

Full-time | Nashville, Tennessee

## *About the Position*

The Executive Assistant supports Cumberland Trust's goals, values, and philosophy by exhibiting the following behaviors: excellence, quality service, commitment, and accountability. As a member of the Cumberland Trust team, the performance includes a demonstration of the following accountabilities: communication, teamwork, job knowledge, and leadership. The Executive Assistant works directly with the President and COO as well as Corporate Managers performing various administrative work for executives. Qualified candidates will live in the Nashville, Tennessee area for this on-site position.

## Job Duties:

- Schedule meetings, order lunches, and perform various administrative duties requested by executives: mainly working with President and COO as well as other Corporate Managers.
- Prepare materials for meetings.
- Prepare reports by collecting and analyzing data.
- Monitors, routes, and prepares correspondence via mail and e-mail. Draft and type letters for correspondence. Open and process mail.
- Answer, screen, and respond to incoming calls. Set up internal and external conference calls.
- Book travel, prepare itineraries, and prepare all meeting materials for travel.
- Prepare and maintain expense reports.
- Client data input and maintenance of client data.
- Assist with projects and presentations.
- Planning and arranging large-scale meetings.
- Record meeting discussions.
- Maintain files.
- Maintain contact lists.
- Serve as the first point of contact for clients.
- Maintain office supplies.
- Provide airport transportation for visitors and guests.
- Ability to react to change productively and handle all other duties/essential tasks as assigned.

## Job Requirements and Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## Education and/or Experience:

- A High School diploma or equivalent is required.
- Knowledge of administrative and clerical procedures.
- Knowledge of computers and relevant software applications.
- Knowledge of customer service principles and practices.

## Other Skills:

- Strong interpersonal skills.
- Ability to communicate effectively with a diverse range of individuals.
- Problem-solving skills.
- Good judgment.
- Ability to handle multiple tasks simultaneously.
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook.
- Working at a fast pace is necessary.
- Highly developed organizational, planning, and oral and written communication skills.
- Ability to work effectively with others.

## Work Environment:

- The position is in an office setting that involves everyday risks or discomforts that require normal safety precautions.

## Interested in this position?

Cumberland Trust welcomes resume submissions from talented individuals. If you are interested in this career opportunity within our company, we'd love to hear from you.

Please submit your resume to [resume@cumberlandtrust.com](mailto:resume@cumberlandtrust.com).

To learn more about Cumberland Trust, visit us [online](#).