

Receptionist and Administrative Assistant

First Missouri Credit Union, Missouri's oldest and longest serving credit union is seeking the right candidate to work with our members to build trust and long-term relationships through personalized service and financial education.

General Summary

The primary function is to serve the Credit Union membership by greeting members and assess their needs and direct them to the appropriate person. Answer the main phone and route calls as appropriate or coordinate the appropriate follow up. Provide administrative assistance to management.

Essential Functions

1. Greet members with a friendly and welcoming attitude, assess their needs and direct them to the appropriate personnel.
2. Answer the phone and direct calls to the appropriate personnel or coordinate appropriate follow up.
3. Receive and sort mail, interoffice correspondence, and deliveries.
4. Provide administrative and clerical support to management and the facility.
5. Maintain the cleanliness and professional appearance of the lobby, board room, and all common areas including the break room.
6. Coordinate and assist in preparation for all meetings involving the CEO
7. Assist in maintaining schedules, appointments, travel arrangements, and meetings for management.
8. Disseminate informational communications to board members, management, and staff.
9. Attendance is required for the monthly board meeting, held every fourth Wednesday of the month at 6:30 pm to be the official recording secretary.

Secondary Tasks

1. Additional tasks as assigned by management.

Skills, Knowledge & Experience

- High school diploma or some college preferred
- Positive attitude with excellent interpersonal skills
- High aptitude in working with computer applications, including assisting others
- Superior communication and demonstration skills

Preferred Background

- One or more years of experience in a financial institution, service environment, and/or lending
- Organized, ability to manage time and pay attention to detail