



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 coworkers. 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**

### **Position: Administrative Assistant**

#### **Purpose of Position:**

Provides administrative and secretarial support for both the Chief Technology and Chief Deposit Administration Officers. Manages workflow and communication for various committees, confirms accuracy of vendor bills, and manages special projects. Independent judgment is required to plan, prioritize, and organize a diversified workload. Regular interaction with a broad range of individuals requires well-honed written and verbal communication skills.

#### **Essential Functions:**

- ◆ Provide general support, including but not limited to: sorting and prioritizing all incoming mail and messages; scheduling meetings and calendar items; preparing memos and meeting agendas; preparing internal and external correspondence; and maintaining favorable relations with staff and vendor contacts
- ◆ Respond to all questions, requests and concerns, both written and oral, in a timely manner, collaborating and working effectively with colleagues in other departments
- ◆ Handle organizational and administrative functions for various committees, as well as department meetings. Includes setting agendas and tracking agenda topics; taking minutes; providing follow up to topics discussed; and working on various projects for each respective committee
- ◆ Review invoices for vendors ensuring accuracy relative to contracted services, and processing within tight payment windows
- ◆ Assist in distributing, tracking and compiling periodic reviews
- ◆ Craft and distribute departmental bulletins as directed; also creates reports and presentations as necessary
- ◆ Coordinate various trainings for both Technology and Depository Operations (such as annual Information Security, Cybersecurity, Incident Response, and new products and services)
- ◆ Assist in coordinating and communicating the end-of-year timelines for various systems and the Jack Henry annual upgrade timelines, requirements and documentation distribution
- ◆ Provide general administrative support, including but not limited to typing, filing, imaging, ordering supplies
- ◆ Prepare expense reports for processing

#### **Requirements:**

- ◆ High School Diploma or equivalent required; college degree preferred
- ◆ Minimum of 2 years of administrative experience in a professional office environment; experience in banking and/or technology a plus
- ◆ Superior verbal and written communication skills, exhibiting a high degree of professionalism
- ◆ Excellent interpersonal skills, with strong emphasis placed on responsiveness and customer service
- ◆ Demonstrated ability to interact effectively with a broad range of individuals in a variety of situations
- ◆ Very high degree of accuracy and attention to detail
- ◆ Excellent problem solving skills and ability to make decisions to resolve problems
- ◆ Demonstrated organizational and time management skills, as reflected by the ability to prioritize work and manage multiple priorities simultaneously without missing critical deadlines
- ◆ Demonstrated ability to work with minimal supervision
- ◆ High level of computer proficiency; strong working knowledge of Microsoft Office products and similar applications

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