



THE NATIONAL  
BANK OF INDIANAPOLIS

**The National Bank of Indianapolis**  
**Job Posting: Administrative Support Specialist**

**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 Support Specialist**

**Purpose of Position:** Assists the Executive Assistant to the President/CEO with various administrative matters, such as preparing reports and meeting materials, general executive office functions, premium inventory, event planning and 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:**

- ◆ Assists with preparation of electronic and other meeting materials for Board of Directors and ALCO committee, as directed; may include creating/running reports using core system, Excel, Adobe Pro and other technological tools
- ◆ Assists with mailings, including but not limited to employee anniversary cards, proxy and shareholder mailings
- ◆ Assists with planning and preparation for various client events; expected to assist during events, which includes occasional evening and/or weekend work
- ◆ Assists with reregistration of company stock, following established procedures
- ◆ Assists with maintenance of premium and apparel inventory: stocks, organizes and distributes Bank premium and apparel items consistent with internal guidelines; maintains monthly spreadsheet reflecting supplies distributed to departments/employees
- ◆ Assists with ordering, stocking, organizing and distributing various printed items, including but not limited to letterhead and marketing materials
- ◆ Provides primary document imaging support for company stock transactions as well as Board of Directors and ALCO Committee
- ◆ Assists with Teambuilding Committee, taking notes at meetings and assisting with event planning; may also assist with preparations for staff meetings
- ◆ Processes payments for premium and apparel items as well as events; assists with management of payment portal
- ◆ Orders supplies as needed, including but not limited to client birthday cards and general office supplies
- ◆ 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 a multifaceted administrative function or similar customer service role in a professional environment; previous experience coordinating and supporting large events is a definite plus
- ◆ Prior banking experience preferred
- ◆ High level of computer proficiency; strong working knowledge of Microsoft Office products and similar applications, including intermediate or advanced skill with Excel
- ◆ Demonstrated ability to organize work and prioritize tasks
- ◆ Proven written and verbal communication skills; 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
- ◆ Proven initiative and ability to anticipate needs
- ◆ 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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