TRIUMPH BANK
Job Description

Job Title: Executive Assistant
Reports to: Mortgage Division President
Department: Mortgage Administration
FLSA Status: Non-Exempt

Summary:
Provides a wide range of administrative support to the Mortgage Division President including scheduling appointments, meetings, and travel; answering the phone and assisting callers or directing them to another Triumph resource when appropriate; assisting other executive officers as needed; and anticipating any other needs that will make the office of the Mortgage Division President run more smoothly.

Essential Duties and Responsibilities:
• Responsible for managing the mortgage division pipeline;
• Responsible for assisting with secondary market functions and sales support;
• Preparing and reviewing confidential reports and letters as delegated by the Mortgage Division President;
• Maintaining the business and social calendar for the Mortgage Division President;
• Maintaining excellent customer relations and the confidentiality of the Bank's customers, Executives, Stockholders and Directors;
• Reconciling and submitting Mortgage Division President’s company credit card statement and expense reports;
• Perform all other duties as assigned.

Education/Experience:
High School diploma or equivalent, and 3-5 years related experience or equivalent. Experience in supporting a high level mortgage executive is preferred.

Knowledge, Skills and Abilities:
• Ability to work independently;
• Excellent calendar management, organizational, multi-tasking and planning skills;
• Information gathering and information monitoring skills;
• Excellent communication skills including excellent spelling, grammar, writing and editing;
• Ability to analyze and solve problems;
• Attention to detail and accuracy;
• Ability to uphold a high level of confidentiality;
• Effective interpersonal relationships with directors, customers, management, and team members;
• Ability to prioritize multiple demands in a high pressure environment while maintaining professional demeanor; and
• Proficient in Microsoft Office programs as well as in house document retrieval and electronic communications.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.
• Sit or Stand or walk for extended periods
• Travel by car to customers and shareholders place of business
• See to read small print or complex reports
• Effectively communicate orally
• Manually operate keyboard, mouse and other personal computing devices.
• Occasionally lift up to 10 pounds

Compensation and Benefits:
This position is eligible for all group benefits of a non-exempt employee as defined in the Triumph Bank Employee Handbook. The Mortgage Division President will evaluate the performance of the Executive Assistant on at least an annual basis.