



**Posting Date:** January 25, 2019  
**Position:** Full-Time Operations Executive Assistant  
**Reports to:** Chief Operations Officer  
**Location:** Lubbock, TX

**Summary of Primary Duties/Responsibilities:**

Vista Bank is currently seeking a full-time executive assistant. Hours for this position range from 40-45 hours per week, Monday through Friday, depending on the need of the department. As an executive assistant, position duties/responsibilities include:

- Maintaining executive's schedule by planning meetings, teleconferences, and travel.
- Conserving executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Communicating with the executive management team.
- Gathering data and preparing reports using MS Word, Excel, and PowerPoint.
- Tracking operational expenses, preparing invoices for approval, and assisting with budget process.
- Maintaining inventory of office supplies, anticipating needed supplies, placing orders as needed.
- Frequently interacting with the bank's vendors.
- Compliance with all company and banking regulations.
- Other duties as assigned.

**This Position requires:**

- High School Diploma or GED or equivalent; some college preferred.
- Minimum 3 years of experience as an executive administrative assistant.
- Strong verbal and written communication skills.
- Excellent organizational skills and time management.
- Proficiency with Microsoft Office and personal computers.
- Experience with travel logistics.
- Ability to multitask and work efficiently under pressure in a fast-paced environment.
- Positive attitude and great work ethic.
- Experience with banking operations preferred.
- Only applicants that have consented to a background and credit check will be considered.

Contact any Vista Bank location for an application.

Completed applications can be delivered in person to 1508 Texas Avenue, Lubbock, Texas or by fax to (806) 687-4742, Attn: HR

Please direct inquiries to our HR Department at [hr@vistabank.com](mailto:hr@vistabank.com).

VISTA BANK IS AN EQUAL OPPORTUNITY EMPLOYER OF WOMEN, MINORITIES, PROTECTED VETERANS, AND INDIVIDUALS WITH DISABILITIES.