

Administrative Assistant

About EasCorp

EasCorp is a corporate credit union that equips its member credit unions with the essential financial backing and the investment, liquidity, and correspondent services to remain America's preferred financial institutions. Industry-leading software solutions developed by Vertifi Software, LLC, our technology CUSO, serve as the backbone of many of our member-facing solutions, enabling us to meet the needs of our members in an ever-changing financial landscape.

Position Responsibilities

- Provide administrative support to multiple departments.
- Assist in the preparation of meeting activities, including invitations, online registrations, and materials.
- Prepare general correspondence, mass mailings, email blasts, scanning and filing.
- Effectively maintain the member database.
- Ensure the timeliness for member/client agreements, including maintenance and preparation, review and filing of all executed agreements.

Position Requirements

- Minimum 2 years of relevant experience in an office environment
- Detail oriented with great proofreading skills
- Exceptional time management, organizational, communication, and interpersonal skills.
- Proficiency in MS Office (Word, Excel and Outlook). Prior experience with queries would be a plus

EasCorp offers competitive pay and benefits, including medical, dental, LTD, 401K with employer match, 11 paid holidays, as well as sick and vacation days. A newly renovated cafeteria and fitness center are located on site. [Apply now!](#)