

## **ADMINISTRATIVE ASSISTANT POSITION**

EasCorp is a corporate credit union that, together with its subsidiary, Vertifi Software, equips its member credit unions with essential financial backing; investment, liquidity, and correspondent services; and payment and money movement solutions. EasCorp is hiring a full-time Administrative Assistant with strong communication skills and comfort with technology and exceptional organization, time management, and adaptability to join our values-driven company.

### **POSITION RESPONSIBILITIES**

- Provide company-wide administrative support, including general correspondence, mass mailings, email blasts, scanning and archiving.
- Assist in the preparation for a variety of meeting activities, including invitations, online registrations, and meeting materials.
- Update and maintain the company databases.
- Preparation of member/client agreements, including maintenance, review and archiving 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, PowerPoint and Outlook, including queries)
- Prior experience with DocuSign, Salesforce or other CRM Platforms would be a plus

This is a full-time, in-person position with an hourly wage from \$33.00, commensurate with experience. We offer a competitive salary and benefits program, including medical, dental, group term life, LTD, 401(k), 11 paid holidays, as well as sick and vacation days. A cafeteria and fitness center are located on site.

If you like variety, enjoy having real ownership over your work, and want to be a part of a small team where your contributions genuinely matter, please [apply now!](#)