



FARMERS & MERCHANTS BANK & TRUST

Job Title: **ADMINISTRATIVE ASSISTANT**

EEOC Class: Non-Exempt

FLSA Status: Non-Exempt

*Regular Work Hours: 8:00 A.M. – 4:00 P.M. Monday - Friday

*Work hours/days listed, are intended to be a general schedule. Employer may rearrange work schedule or request additional hours be worked to meet the needs of the business.

Job Summary: Primary responsibilities include day to day operations of the Trust Department. In addition, this position will provide support to the senior management team.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

TRUST DEPARTMENT

- Assistant to Bank's Trust Officer
- Assist Senior Management with Projects
- Setting up new Trust Accounts
- Accounts Receivables and Payables for Trust Department
- Maintaining Electronic Files
- Maintaining Paper Files
- Quarterly Accountings
- Prepare documents for Trust Committee meetings
- Verification of Insurance and taxes relating to real estate held in trust accounts
- Assist with internal and external audits and exams.
- Customer Support
- Attend Officer Loan Committee meetings and prepare minutes
- Prepare monthly Credit Life and Disability Insurance Reports

Performance Factors:

To perform the job successfully, an individual should demonstrate the following competencies:

- Ability to keep a positive attitude no matter what
- High level on confidentiality
- High level of accuracy and detail

- Ability to prioritize workload and manage responsibilities
- Proficient knowledge of Bank software programs, Microsoft, Office, and office systems
- Maintain an acceptable attendance record
- Promote bank in a professional and positive manner

Education/Experience:

High School Diploma

EOE Statement: Farmers & Merchants Bank & Trust is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, national origin, disability status, genetic information, pregnancy, protected veteran status or any other characteristic protected by law.