

TITLE: Executive Administrative Assistant
REPORTS TO: Chief Executive Officer
CLASSIFICATION: Non-Exempt
LOCATION: Corporate Office
DATE: October 22, 2026

JOB DESCRIPTION

Summary/Objective:

The Executive Administrative Assistant provides high-level administrative support to executive staff, senior management, Human Resources and the Board of Directors (as needed).

Essential Functions:

- Act as a point of contact between FFSL staff and external clients and customers.
- Manage calendars, including scheduling meetings, prioritizing conflicting requests, and coordinating logistics.
- Obtain needed information, produce reports and correspondence that may contain confidential information to include the monthly Board of Directors report.
- Maintain records, reports and organizational documents with a high level of accuracy and organization.
- Assist with document requests for audits.
- Process employee bi-weekly payroll.
- Process monthly Board of Directors payroll.
- Accurately maintain all payroll and time-keeping records.
- Answering or screening e-mails, calls and in-person appointments.
- Handle sensitive and confidential information with discretion and professionalism.
- Use tools such as Microsoft Outlook and TEAMS to support communication, scheduling and documentation.
- Compliance with all government regulations including the Bank Secrecy Act and related regulations

Competencies:

- Ethical Practice – Being in accordance with the rules or standards for right conduct or practice; following processes, procedures, policies, laws and regulations that govern the Bank; moral uprightness; honesty
- Integrity –
 - Behavioral: Doing the right thing; acknowledge mistakes and demonstrate accountability for actions;
 - Job based: Ensuring accurate data throughout the organization
- Communication –
 - Delivering Messages: Ability to deliver clear and accurate messages across a variety of mediums to audiences of all sizes and backgrounds. Ensures that the delivered message is clear and understood by the listener
 - Listening: Understands information provided by others. Listens actively and to others' views and concerns. Seeks further information to clarify ambiguity.
- Teamwork – Positively, respectfully and openly participates in the collaborative effort of a group to achieve a common goal. Be committed to building an encouraging, caring, and supportive environment. Provide mutual support; be open minded to others' suggestions and contributions.
- Confidentiality

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

While performing the duties of this job, the employee is occasionally required to stand, walk, sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk to hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

Position Type

This is a full-time position. Business hours of operation and scheduled workdays may include Saturdays.

Required Education and Experience

- High school diploma
- Experience supporting senior leadership or C-level executives.
- Experience using ADP Workforce Now preferred.
- Proficiency using Microsoft Office applications and products for document creation, calendaring and email management.

AAP/EEO Statement

First Federal Savings of Lorain is an Equal Opportunity Employer-M/F/Disabled/Vet

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.