



## POSITION OPENING

**POSITION: Sr. Administrative Assistant**

**Location: Fresno, CA**

### ABOUT US

Established in 1917, Fresno Madera Farm Credit provides quality credit and financial services in California's Central Valley, headquartered in Fresno. Our mission is to provide access to credit and related services to farmers and ranchers in our region as an efficient organization that delivers service with people that are passionate about creating the best possible customer experience to the generations of farmers and ranchers that we proudly serve. Fresno Madera Farm Credit offers competitive compensation packages and excellent benefit programs. We have a team driven, performance focused culture, with a strong focus on customer service, and fulfilling our mission to Agriculture.

### JOB DESCRIPTION

Fresno Madera Farm Credit is searching for a self-motivated, highly driven individual to join our fast-paced team environment. The Sr. Administrative Assistant provides administrative support and meeting coordination for the Board and management team and maintains our corporate records. This position reports directly to the Chief Executive Officer. Responsibilities include:

1. Provide support to the Board of Directors including:
  - a. Travel Coordination
  - b. Honoraria Payments
  - c. Organization and submission of expense reports
  - d. Training coordination and tracking
  - e. Provide assistance with compiling reports for Board and Committee packages
  - f. Coordination and tracking of training events
2. Arrange, coordinate, and setup meetings for management and the Board
3. Maintain the corporate records inventory
4. Assist with event planning and ad hoc projects as needed
5. Act as a backup to the Note Custodian

### KNOWLEDGE, SKILLS, AND ABILITIES

1. Outstanding customer service skills to promote and support a service-oriented culture.
2. Ability to maintain a high level of discretion and confidentiality at all times.
3. Strong work ethic and commitment to take ownership of responsibilities, work independently, and seek guidance when appropriate.
4. Demonstrate the ability to perform work accurately and timely within established deadlines; attention to detail is critical.
5. Effective written and verbal communication skills to interpret and/or discuss technical or sensitive information with internal and external customers.
6. Exceptional problem solving, organizational and decision-making skills. Ability to plan workload and prioritize business needs effectively.
7. Skilled at organizing material and information in a systematic way to optimize efficiency.
8. Expert level Word, Excel, PowerPoint, Outlook and Access skills.





**MINIMUM QUALIFICATIONS**

- ❖ Associate Degree in Business Administration
- ❖ 5 years' experience supporting a C-level executive or Board of Directors
- ❖ Or an equivalent combination of education and experience sufficient to perform the essential functions of the job

**To be considered for this position, please send a cover letter and resume by fax to (559) 276-4896 or email to [hrdepartment@fmfarmcredit.com](mailto:hrdepartment@fmfarmcredit.com). If you have any questions, please contact Christi Divine at (559) 277-7000.**

**DISTRIBUTION: External Posting**  
**FINAL FILING DATE: Open until filled.**

**DATE: April 11, 2019**

