



Valid through 7/31/2015

The following position(s) are currently open.

If you are interested and meet the criterion for the job opening, email your resume to Darlene Mack, Human Resources Manager at dmack@cortland-banks.com or fax to 330-638-4907. The Bank retains the right to change the terms and conditions of the position(s) at any time.

Job Title: Administrative Sales Assistant
Department: Cortland Investment Group
Reports to: V/P, Retail, Business Banking and Investment Sales Manager
Supervises: None

JOB OBJECTIVE (Purpose of the position):

Provides support to the Retail, Business Banking and Investment Sales Manager Banking Manager. This will include assistance with Retail and Investment colleague compensation, analysis of results, vendor management, maintenance of various reports and function

ESSENTIAL FUNCTION:

1. This position also requires learning and becoming proficient with multiple operating systems including but not limited to Cortland's Core Processor, Excell, Word etc.
2. Candidate must be able to problem solve, plan and organize, adapt to changes in the work environment and be dependable.
3. Perform reporting to ensure data is entered accurately and timely and update accordingly.
4. Frequent and accurate communication with retail staff, operations and others is critical.
5. Mail management, deliver of collateral and other needed documentations to branch locations

NON-ESSENTIAL FUNCTIONS: (Marginal tasks performed by incumbent of the position):

1. Various other duties as assigned.

ACCOUNTABILITIES/GOALS:

Provide administrative support to Regional Director and Financial Consultants

GENERAL DESCRIPTION (A descriptive account of how this job is done to someone who has never done it):

The majority of time, about 20%, is spent sitting; about 20% of the time is spent walking, 20% standing, 20% stooping, 10% crawling and 10% lifting, reaching and bending.

Job Standard (Minimum qualifications needed to perform essential job functions):

Prefer 2-3 years of relevant experience

Accounting, data entry, and/or administrative experience in the financial services preferred

Experience with problem solving and resolving escalated issues

Computer and analytical skills

Experience in a high-stress, deadline driven environment preferred

Job Location(s) (Place(s) where work is performed):

The job is performed at the Main Office during normal office hours, Monday through Friday. Travel within the foot print of the bank is required. Weekend work & some overtime may be required.

Equipment (Machines, devices, tools, etc., used in job performance):

**Computer
Copier/Scanner
Fax Machine**

Critical Skills Experience (Needed for the job specifically):

**Extremely proficient with Microsoft Excel and Microsoft applications
Strong communication skills
Must be able to work independently with minimum supervision
Ability to meet deadlines
Excellent time management skills
Highly organized**

Profile:

- 1. The successful candidate must be optimistic, articulate, loyal, reliable, patient, accurate, tactful, systematic, diplomatic and thorough. The candidate must be a problem solver, decision maker, goal oriented, assertive, and possess good communication skills.**
- 2. Also must be helpful, courteous, able to concentrate, tenacious, calm and an excellent listener, detail oriented, careful and logical.**

Equal Opportunity Employer M/F/D/V/