# Radifi Credit Union

Structured Compensation - Job Description

## Administrative Assistant

Data Year: 2026

Prepared On: 12/18/2025

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| Department: | 000100-Administration | Grade: | |
| Reports To: | | Classification: | Non-Exempt |
| Supervises Direct: | | Supervises Indirect: | |
| Approved By: | | Effective Date: | 12/18/2025 |
| | | Revised Date: | 12/18/2025 |

**Role:**

The Administrative Assistant provides high-level, confidential administrative and operational support to the Chief Operations Officer. This role requires exceptional organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced environment. Responsibilities include preparing reports, coordinating meetings, managing communications, and supporting strategic projects while maintaining the highest level of professionalism and discretion.

**Essential Functions & Responsibilities:**

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| E | Provide confidential administrative support to the COO, including drafting correspondence, preparing reports, and creating document templates. Organize and maintain filing systems (electronic and physical) and sort incoming mail. |
| E | Manage calendars, schedule internal meetings, prepare agendas and coordinate vendor appointments. Record and distribute accurate meeting minutes for committees, vendor meetings, and project discussions. |
| E | Manage the Credit Union policies and procedures process. Prepare and edit assigned policies, procedures, and presentations. |
| E | Arrange travel itineraries, accommodations, and transportation for the COO; reconcile expense reports accurately and promptly. Assist with planning and execution of internal events, including logistics, catering, hospitality for guests and events planned. |
| E | Support strategic initiatives and special projects by tracking deadlines, monitoring progress, and ensuring deliverables are met. |
| E | Perform other job duties and special projects as assigned by the COO and Administration Department. |

**Knowledge and Skills:**

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| Experience | Three years to five years of similar or related experience. |
| Education | (1) A two-year college degree, or (2) completion of a specialized certification or licensing, or (3) completion of specialized training courses conducted by vendors, or (4) job-specific skills acquired through an apprenticeship program/prior work experience. |

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| Interpersonal Skills | Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication. |
| Other Skills | Excellent analytical, research, organizational and editing skills; 40 WPM (typing skills at or above the 75 percentile in speed and 90th percentile in accuracy); proficient with spreadsheets formulas.<br>Must have strong knowledge and experience in using MS Excel, MS Word, MS PowerPoint and MS Access. Excellent oral and written communication skills. |
| Physical Requirements | While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.<br><br>Must be able to perform job functions with supervision and work effectively either on own or as part of a team. Must be able to read and carry out various instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be able to perform basic mathematical calculations with extreme accuracy. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines/requirements for extreme accuracy and quality and/or fast pace. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of exercising highest level of discretion on confidential matters. |
| Work Environment | The noise level in the work environment is usually moderate. |

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**