

FULL TIME CAREER POSITION

Seeking Executive Assistant to provide executive-level support to the President/CEO for a financial institution in Elk City, OK. Position requires high level skills in business principles and practices, communication, organization and ability to work independently while projecting a professional demeanor. Five years of high level business experience and a Bachelor's Degree in Business/Finance or an equivalent combination of education and experience. Company offers competitive pay, exceptional benefits and stable work environment. Serious inquires only may call Human Resources at 1-800-259-3627.

**EOE – M/F/D/V
AFFIRMATIVE ACTION EMPLOYER**