

## **Operations Administration Coordinator – Job Description Summary**

Provides administrative support to Operations Training, Lending, Branch Operations, and Marketing. Assists with special projects, event planning, and other administrative duties.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment