



JOB DESCRIPTION

JOB TITLE: Document Control Assistant

LOCATION: Queenstown, MD

SUMMARY: Responsible for providing professional and efficient clerical support to our team, which would include receiving, reviewing, categorizing, scanning, filing, and tracking documents using our company's classification and organization systems. This position needs to be extremely detail-oriented, have knowledge of inbound communications, and be familiar working with documents of confidential nature, such as regulatory procedures or company-specific proprietary information. Experience indexing batches of data, organizing, and recalling sensitive information, and have knowledge of legal requirements is helpful. This position is a great opportunity to learn multiple aspects about the Banking industry and the regulations pertaining to Risk Management.

QUALIFICATIONS:

- Minimum of two years' administrative experience required; Banking experience preferred
- Proficient using Microsoft Office (Word & Excel at intermediate/advanced level) and other software applications
- Data entry experience
- Ability to understand and follow written and verbal instructions
- Commitment to excellence and high standards.
- Strong organizational skills; able to manage priorities and workflow.
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail with ability to proofread documents and information
- Ability to learn and develop with the Risk Management department
- Ability to earn certification in Audit, Compliance, Banking or Risk Management

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Prolonged periods of sitting at a desk and working on a computer.
- Frequently required to stand, walk, sit and utilize hand and finger dexterity.
- Must be able to lift up to 15 pounds at times.

Please email resume or completed application to HR@queenstownbank.com.

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