



Career Opportunity – Executive Assistant

Sawyers & Jacobs LLC is hiring a new team member to help us continue our stellar reputation for superior client service. This person will report directly to the firm's Chairman/Co-Founder and help with project management, digital marketing, client satisfaction, client engagement scheduling, and general office management. This position is for our St. Louis office, located at Spark St. Louis, in the PwC Pennant building in Ballpark Village.

Send resumes to careers@sawyersjacobs.com

We are a boutique consulting firm, headquartered in Collierville, Tennessee, (the Memphis Metro Area) with offices in St. Louis, serving over 150 community banks and credit unions in 30 states on a variety of technology, cybersecurity, and risk management issues. Visit our [website](#) for more information.

Requirements:

- Solid administrative background with good working knowledge of how information flows through a consulting firm.
- Experience with planning client meetings.
- Strong problem-solving ability and critical thinking skills.
- Expert proficiency with Microsoft Word and Microsoft Excel.
- Strong proofreading skills.
- Ability to manage multiple projects.
- Willing to travel to trade shows a few times each year to market to our client base of community banks and credit unions.
- Excellent written and oral communications skills. Able to communicate effectively on all levels of an organization.
- Friendly, helpful, and outgoing attitude.
- Willing to read, study, and stay on top of industry developments and technological advances.
- Flexibility and the ability to multi-task in a fast-paced work environment.
- U.S. Citizenship.
- English: Fluent.
- Non-smoker.

Preferred:

- Bachelor of Science or Bachelor of Arts degree.
- Experience working in, or providing services to, the banking and/or technology industry.



Lighting the Path to High Performance



Watch Risk Like a Hawk



Protect the Pack



Your Hero in Tech



This position will work primarily with our firm's Chairman/Co-Founder.

Winning candidate will be exposed to some of the latest technology in the financial services field and will work on a dynamic team serving some of the best clients in the banking industry on exciting, challenging, and rewarding projects.

Benefits:

Sawyers & Jacobs LLC offers an attractive benefits package, including:

- 401K plan with matching
- Generous paid time off (PTO)
- Paid holidays (all bank holidays plus extra days around Thanksgiving and Christmas)
- Group medical, dental, and vision benefits package with 100% of premiums paid by the firm
- Smartphone allowance
- Laptop and other tech tools
- Professional office environment with private office
- Eligibility for performance-based bonus
- Work-from-home flexibility

All offers are subject to satisfactory completion of a drug screening, criminal background check, and successful completion of new hire orientation.

Sawyers & Jacobs does not hire those currently employed with our clients or other organizations deemed friends of our firm. Client personnel need not apply.

View our **Client Bill of Rights** here: [Sawyers & Jacobs Client Bill of Rights](#)

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Sawyers & Jacobs LLC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

*Leaders in Innovation-Risk Management-Cybersecurity-Technology through the firm's four brands. **RedTorch Consulting: Lighting the Path to High Performance** - Strategic consulting designed to align people, processes, and technology for world-class innovation, management, and operations. **RedTail Risk Management: Watch Risk Like a Hawk** - A suite of risk management services designed to help bankers identify threats and mitigate risk through practical applications, comply with laws and regulations, and maintain a high level of customer service, security, and profitability. **RedWolf Cybersecurity: Protect the Pack** - A full range of cybersecurity services for those serious about securing the enterprise and repelling the attackers who threaten the bank and its customers. **RedCape Tech Support: Your Hero in Tech** - Concierge-level tech support delivered in a strong, intelligent, and friendly manner with premium quality, superior service, and special attention. For more information, visit sawyersjacobs.com, call 901.853.1000, or email jsawyers@sawyersjacobs.com.*



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