



## Job Posting

<b>POSITION TITLE</b>	Administrative Assistant – Information Security, Facilities, Vendor Management (Part Time)
<b>DEPARTMENT / LOCATION</b>	Corporate / Ops Center Round Rock
<b>SALARY</b>	Commensurate with Experience
<b>FLSA STATUS</b>	Non-Exempt
<b>POSTING DATE</b>	04/27/2021

R Bank's foundation is our community, our customers, our employees, our shareholders and our bankers. We are a locally owned and operated business with a value proposition of developing a high touch relationship with our customers while providing high tech solutions to their financial needs. The technology that we employ allows us to provide a state of the art banking experience in a relaxed environment.

### GENERAL DESCRIPTION/PURPOSE:

Responsibilities of this position include but are not limited to providing clerical, and general support to Information Security Officer within areas of Security, Facilities Management and Information Technology, including Vendor Management.

### COMPANY GENERAL POLICY & PROCEDURE:

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competence of the employee in performing his or her job duties will be demonstrated, maintained and improved on an ongoing basis.

The statements contained in this position description reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered a detailed description of all the work requirements that may be inherent in the position.

### DUTIES AND RESPONSIBILITIES:

- Information Security
  - Assist in preparation for and documentation of audit and exam responses upon request
- Vendor Management
  - Assist with adding vendors, users, assignments to vendor management software
  - Review vendor documentation and risk assessments
  - Assist with documentation needs related to contract renewals

- Work with vendor due diligence
- Facility Management
  - Assist with vendor facility reviews
  - Assist with ensuring that bank facilities are properly maintained, with safe environments for customers and employees
- Security
  - Help verify that security training is performed at banking centers
  - Assist with the maintenance of security hardware
  - Work with security vendors
- Internal Customer Support – including, but not limited to,
  - Assist with managing internal Supply and Marketing store
  - Assist with managing the bank's offsite document storage
- Perform other duties as assigned

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- High school diploma or equivalent
- 1 to 2 years Information Security experience preferred, but not required
- Ability to fluently speak, read and write in English
- Proficient with basic math concepts
- Proficient knowledge of computer operations (i.e. email, Microsoft Word, Microsoft Excel, etc.) and other standard office machinery
- Ability to maintain and manage personal composure when confronted with a difficult situation and / or customer, with the ability to provide customers with information, data, advice, and solutions
- Effective oral and written communication skills with the ability to communicate technical issues over the phone, in person, and via email
- Understands and applies principles, procedures, requirements, regulations, and policies related to assigned area, as well as the bank's policies, procedures, products, and services
- Ability to meet deadlines
- Detail oriented with the ability to organize and prioritize work
- Flexible and adaptable; able to work under pressure and handle sensitive information in a confidential manner

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee must frequently lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

**BENEFITS PACKAGE:**

R Bank is committed to the success of our employees. We offer an attractive benefits package including Medical, Dental, Vision, Life, Disability, 401k, and EAP. You can learn more about R Bank and our services at [www.r.bank](http://www.r.bank).

**APPLY:**

If you meet all of the minimum qualifications for this position and would like to apply, please email updated resume to [humanresources@r.bank](mailto:humanresources@r.bank) or you may upload via [www.r.bank](http://www.r.bank).

**R Bank is subject to Executive Order 11246 and to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA). It is the policy of R Bank to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, veteran status or disability.**