

## Operations/Administration Assistant - Trust & Wealth Management

Department: Trust & Wealth Management

Location: Lebanon, OH

Essential Duties and Responsibilities:

- Provide department-wide operational support
- Process new accounts and asset transfers
- Communicate with clients
- Monitor compliance requirements and deadlines
- Balance & reconcile department accounts
- Provide administrative support for Trust Officers

Qualifications:

- Detail Oriented
- Organized
- Able to work as an individual and as part of a team
- Self-starter
- Flexible and willing to learn
- Outgoing
- Desire to develop professionally

Education/Experience:

- 3 or more years of experience in financial services preferred
- Associate's Degree preferred, but not required

Application Process:

- Please email your Resume to Kelly Schwabacher, SVP & Head of Trust Administration, at [kschwabacher@lcnb.com](mailto:kschwabacher@lcnb.com)