

Operations Assistant

Location: Pierre, SD (Position must be based in Pierre)

Company: South Dakota Bankers Association

About Us: The South Dakota Bankers Association (SDBA) is the premier trade association for South Dakota's financial services industry. Established in 1884, the SDBA supports member banks and their employees through education, advocacy, and collaboration.

The Opportunity: The SDBA is seeking a detail-oriented, motivated **Operations Assistant** (part-time or full-time) to join our team in Pierre, SD.

Do you enjoy organizing projects, supporting a team, and keeping things running smoothly behind the scenes? Are you someone who takes pride in helping an office stay efficient and well-coordinated? If so, this position could be a great fit for you!

As our **Operations Assistant**, you'll play an important role in the daily operations of our office. You'll support staff by handling administrative tasks, maintaining records, assisting with communications, and helping plan events and programs. This is an excellent opportunity to gain hands-on experience in office operations, association management, and the financial services industry.

We're looking for someone who is dependable, eager to learn, and ready to contribute to a collaborative, positive work environment.

What You'll Do

- Provide general administrative and office support to staff.
- Assist with scheduling, event preparation, and project coordination.
- Help manage databases, member records, and online content.
- Prepare correspondence, reports, and other materials as needed.
- Support accounting and billing functions (experience with QuickBooks a plus).
- Answer phones and assist members and partners in a professional manner.

What We're Looking For:

- Bachelor's, Associate's degree or equivalent experience.
- Strong organizational skills with keen attention to detail.
- A self-starter who can manage time and prioritize activities.
- Ability to thrive in a fast-paced multidisciplinary team-oriented environment.
- Proficient with Microsoft Office; QuickBooks experience a plus.
- Experience with computer systems, content management systems and database management.
- Problem-solving mindset and ability to work independently.
- A cooperative, team-first attitude with flexibility to pitch in where needed.

Physical & Schedule Requirements:

- Must be based in Pierre, SD and work primarily from the SDBA office.

- Occasional travel with overnight stays.
- Ability to work evenings or weekends as needed.
- Ability to lift up to 25 pounds.

What We Offer:

- Salary range: \$45,000 - \$60,000, depending on experience and qualifications. *(For part-time employment, salary will be prorated based on hours worked.)*
- Health insurance benefits
- 401(k) plan
- Paid holidays
- Vacation and wellness time

How to Apply:

Send your resume, references, and cover letter to Halley Lee, Administrative Vice President at hlee@sdba.com by November 7, 2025. You'll receive a confirmation email once your application is received.