

Executive Assistant Job Description

Lush Balloons is a family owned and operated business based in Roseville, CA! We have become one of the most-iconic brands in the Greater Sacramento area. Known for our exceptional balloon artistry and world-class customer service, we are the best Balloon Company in the region. Our humble beginnings started off as a side-hustle out of a home office and garage and has now catapulted into a first-rate business that many people rely on for balloon decor and gifts.

We are looking for upbeat, positive-minded individuals with a heart for success to join our award-winning team. As our Executive Assistant you will be the heart of our company, ensuring the success of our creative operations on a daily basis. Responsibilities include, but are not limited to:

- Provide comprehensive executive support to (CEO, COO, etc.).
- Manage complex executive calendars, prioritize meetings, and resolve scheduling conflicts.
- Prepare executive correspondence, presentations, and reports with high attention to detail.
- Serve as the primary point of contact and gatekeeper for executive communications.
- Organize and lead special projects, events, and company initiatives.
- Handle highly confidential information with absolute discretion and professionalism.
- Prepare meeting agendas, attend meetings, record minutes, and track action items.
- Schedule off-site meetings with other company executives, leaders, and potential partners. May involve working with other EA's.
- Process expense reports and manage executive budgets.
- Coordinate board meetings and prepare materials for board presentations.
- Screen and prioritize incoming communications (calls, emails, mail).

- Build and maintain relationships with internal teams and external stakeholders.
- Anticipate needs and proactively solve problems before they arise.
- Manage vendor relationships and negotiate contracts as needed.
- Maintain oversight of production timelines in absence of a Production Manager.
- Assist with sending event reservations, quotes, and income generating activities at the direction of the COO.
- Follow up with clients post event i.e. Thank you call, post card, client gift, etc.
- Occasionally Updating website & media with up to date information and photos

WHAT WE'RE LOOKING FOR:

- 3+ years of Executive Assistant experience supporting C-level executives.
- Must be 21+ years of age
- Bachelor's degree preferred.
- Expert proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Proficiency in Google Workspace (Gmail, Calendar, Drive, Docs, Sheets).
- Exceptional written and verbal communication skills.
- Superior organizational and time management abilities.
- Ability to handle multiple priorities simultaneously with competing deadlines.
- High level of professionalism and executive presence.
- Proven ability to maintain strict confidentiality.
- Strong problem-solving and critical thinking skills.
- Detail-oriented with commitment to accuracy and quality.

- Flexibility to work extended hours when necessary.
- Valid driver's license and reliable transportation.

BONUS POINTS FOR:

- Experience with project management tools (Asana, Monday.com, Trello).
- Bookkeeping or basic financial management experience.
- Event planning and coordination experience.
- Excellent proofreading skills with a keen eye for detail.
- Understanding of SEO, Shopify, Canva, Squarespace, Klaviyo, Illustrator

Qualifications - You **MUST** have **All** of the following:

- 21 years or older
- Valid Class C Driver's License (18+)
- Clean DMV Record **(No Accidents, DUI's, Cell Phone tickets, reckless driving tickets etc.. in the past 3 years)**
- Clean Criminal Background **(No major misdemeanors or Felonies in the past 10 years)**
- Able to pass a Drug Test
- Must pass a road test (training will be provided)
- Live/reside in the Greater Sacramento Region. Not ideal for those living more than 20 miles outside of the Sac Metro Region.
- ABLE TO WORK A CONSISTENT SCHEDULE (Tues.-Friday & Weekends as necessary)

Position Benefits:

- Medical, Dental, Vision plans offered (full time team members)
- Flexible work schedule
- 401k
- Employee Discounts

TO APPLY: jobs@goldensierra.com

By signing below you acknowledge that you have read and understand the expectations of your role and agree to complete them to the best of your ability.

Employee Name (PRINT)

Manager Name (PRINT)

Employee Signature

Manager Signature

Date

Date

Lush Balloons LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other basis protected by federal, state, or local law.