



## POSITION SUMMARY

The **Executive Assistant** will be responsible for providing day-to-day diversified administrative tasks to support the senior leaders.

### Job Overview

Royal Events is seeking a proactive and highly organized Executive Assistant to support our fast-moving national cheerleading & dance event company. The ideal candidate will possess excellent communication skills, demonstrate strong attention to detail, and have proficient computer knowledge. This role is pivotal in ensuring our team maintains the excellent customer service and efficient event operations we have become known for. Familiarity with QuickBooks, Adobe and/or Canva software is a significant advantage.

## ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Provides high-level administrative support and assistance to senior executives and/or other assigned leadership staff.
- Attend various meetings throughout the organization, taking notes, running the meeting, and/or assisting in the overall facilitation of the meeting.
- Help manage the executives' calendar including making appointments and prioritizing sensitive matters.
- Retrieves information as requested from emails, minutes, and other related documents; prepares written summaries of data when needed.
- Assist with email marketing campaigns, social media management, and other marketing initiatives to attract potential clients.
- Assisting executives with other personal and professional tasks to help them better prioritize their time to continue advancing the company forward.

## MINIMUM SKILLS AND ABILITIES

- Excellent verbal and written communication skills
- In-depth understanding of confidentiality
- Project management skills: information gathering, monitoring deadlines, communicating cross-functionally
- Ability to retain information quickly
- Strong problem-solving skills to address and resolve issues as they arise.
- Strong ability to organize tasks, manage time effectively, and prioritize responsibilities.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and Google Workspace.
- Meticulous attention to detail to ensure accuracy in all tasks and communications.
- Ability to work independently, manage multiple tasks simultaneously, and meet deadlines without constant supervision.
- Highly organized and proactive; ability to anticipate a need.

## **NICE-TO-HAVE (BUT NOT REQUIRED) SKILLS**

- QuickBooks Proficiency: Experience with QuickBooks for managing financial records, invoicing, deposits and expense tracking.
- CRM Management: Experience with Customer Relationship Management (CRM) systems to maintain and enhance client relationships.
- Basic Accounting Knowledge: Understanding of basic accounting principles to assist with financial tasks and reporting.
- Adobe, Canva or similar design program
- Notary Certification

## **PERKS & BENEFITS**

- Opportunities for training and professional growth within the company.
- Competitive pay based on experience and qualifications.
- Opportunity for paid travel to events across the U.S.
- Fun, family type office environment with lots of planned staff outings and opportunities for team building.
- Management team that understands and encourages a healthy work-life balance.

**Job Type:** Part to Full-time

**Pay:** \$18.00 - \$25.00 per hour (based on experience and skills)

**# Hours:** 30-40 per week (depending on time of year)

### **Benefits:**

- Dental insurance
- Health insurance
- Vision insurance
- Paid time off
- Simple IRA with company match

**Schedule:** 6-8 hour/day, 4-5 days/week. \*4-6 weekends may be required annually.

**Work Location:** In person at Louisville headquarters. There will be opportunity to travel to some events if desired.

**Hire Timeline:** Immediately

**Please Contact:** Send resume and cover letter to [work@5678royal.com](mailto:work@5678royal.com)