



## Executive Assistant

**Job title:** Executive Assistant to Company Owners

**Status:** Full time

**Place of Employment:** Rancho Santa Margarita, CA

Send resume to [info@lawnfawn.com](mailto:info@lawnfawn.com) with subject line: *Executive Assistant position at Lawn Fawn*

Lawn Fawn creates crafting products with a simple goal... to bring smiles into people's lives! Our products are used to create a wide variety of crafts, such as handmade greeting cards, scrapbook layouts, and party decorations. We're currently looking for a new "Fawnie" team member to help us grow!

As part of our team, you will primarily be responsible for providing support to the owners, product creation team, and marketing team. This dynamic position requires the ability to anticipate needs, be highly organized, think critically and offer solutions. This is a great opportunity for an experienced individual who loves organizing, stamping, crafting, and all things cute!

You will be working from our headquarters in Rancho Santa Margarita, California as a part of team of fun and creative people.

### Key Responsibilities

- Manage owners' schedules and keep items on track
- Organize and manage owners' emails
- Help organize product releases and status of each product
- Maintain product database
- Run and analyze reconciliation reports
- Create Excel reports for owners' analysis
- Manage and submit copyrights
- Help manage design team orders and schedule
- Make sure product release information is sent to stores, meetings are set up, and videos are done
- Set up videos and create fast motion videos in iMovie
- Help plan and schedule in-house Instagram stories
- Set up special gifts and cards for stores and vendors we work with
- Set up appointments and follow up with stores and vendors at trade shows

- Run office and personal errands
- Be aware of the industry and what current trends are
- Follow through on owners' ideas with basic research
- Handle details for in-house events and travel arrangements for outside events
- Make sure inventory is ordered for in-house events
- Photograph and edit photos of projects
- Other projects as needed

### **Qualifications**

- Must have a love for stamping and crafting and be excited about Lawn Fawn's products
- Exceptional organizational skills and considers organizing a fun task
- Excellent time management skills
- Ability to complete tasks with minimal supervision
- Attention to detail a must and focused on quality work
- Excellent at communicating in person, through email, chat, and video chat
- Highly proficient in Excel and Word
- Ideally knows how to use Adobe Illustrator and Photoshop and iMovie, or, if not, very proficient on the computer and willing to learn
- Never feels like they know everything, always willing to admit mistakes, learn new skills, and get constructive feedback
- Willing to help wherever help is needed
- Team player