



## **Employment Opportunity: EXECUTIVE ASSISTANT**

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### **Role:**

This is a full-time, on-site role for an Executive Assistant located in Ventura, CA. The Executive Assistant will be responsible for managing day-to-day administrative tasks, including scheduling meetings, preparing and reviewing agendas, taking and typing up minutes and providing high-level executive support to the Chief Executive Officer (CEO). Additional responsibilities include maintaining professional communications, organizing documentation, and assisting with operational processes and duties. This position performs administrative duties requiring confidentiality, tact and excellent decision-making skills. Success in this role comes from maintaining a positive attitude, working hard, communicating effectively with customers and the CEO, managing projects efficiently, and paying close attention to details.

### **Qualifications:**

- Proficient in Executive Support and handling confidential matters with discretion
- Excellent Communication skills, both written and verbal
- Strong organizational, time management, problem-solving abilities and attention to details
- Proficiency in office software tools (e.g., Microsoft Office Suite)
- Ability to work independently and collaborate with team members, especially the CEO
- Previous experience supporting senior leadership preferred
- Excellent customer service skills
- Basic understanding of clerical procedures and systems such as recordkeeping and filing
- Able to work independently

### **Rate of pay**

Ranges \$20 - \$25 depending on experience.

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### **About the Fairgrounds:**

The Ventura County Fairgrounds is a premier, multi-use event and entertainment venue. With a rich history rooted in agriculture, community, and celebration, the Fairgrounds serves as a gathering place for residents and visitors alike. Throughout the year, it hosts a diverse lineup of events including but not limited to The Strawberry Festival, Jurassic Quest, Summerfest Dog Show, Home and Garden Show, offering flexible indoor and outdoor spaces with a scenic oceanfront backdrop.

The annual Ventura County Fair, which is the signature event, celebrates the region's agricultural heritage, creativity, and community spirit. The Fair features livestock exhibitions, competitive displays, carnival rides, live entertainment, local food vendors, and educational experiences for all ages. Blending time-honored fair traditions with modern attractions, the Ventura County Fair highlights local talent, supports youth programs, and provides a fun, family-friendly experience that reflects the culture and diversity of Ventura County.