



Job Title: Personal Assistant
Job Type: Non-exempt; hourly/ Full-time
Location: Huntington Beach, CA, onsite with local travel
Schedule: Monday through Friday
Occasionally overtime and Saturday work may be required on short notice.
Pay Rate: \$20.00 - \$25.00 per hour, depending on experience.

Benefits:

Company-paid medical, dental, vision, and life insurance; flexible spending account; Employee Assistance Program; 401(k) with a 5% company matching; and optional additional coverage.

Job Summary

We are seeking a highly organized, creative, proactive, and detail-oriented Personal Assistant to support our executive team in a very fast-paced, ever-changing environment. The ideal candidate is an out-of-the-box thinker who thrives on bringing ideas to life, staying five steps ahead, and handling a wide variety of personal and administrative tasks with professionalism, warmth, and efficiency.

Key Responsibilities:

Administrative & Personal Support

- Manage calendars, appointments, reminders, and daily priorities.
- Handle correspondence, follow-ups, and communication on behalf of the executive.
- Maintain confidentiality and professionalism in all matters.

Errands & Personal Task Management

- Run errands such as shopping, returns, personal purchases, dry cleaning, etc.
- Assist with organizing and maintaining the office environment.
- Coordinate travel arrangements, reservations, appointments, and schedules.
- Provide minimal pet care assistance as requested, such as walking, providing water, and assisting with local drop-off or pick-up arrangements.

Event & Planning Support

- Assist with party planning, event coordination, and holiday preparation.
- Support with decorating, gift purchasing, and creative project ideas.
- Source vendors, compare pricing, and oversee logistics as needed.

Organization & Project Support

- Keep personal, household, and work-related projects organized and moving forward.
- Maintain to-do lists, create systems, and anticipate needs in advance.
- Handle miscellaneous tasks with flexibility, urgency, and a can-do attitude.
- Adapt quickly to changing priorities and assist with additional duties as needed to support office, warehouse, and leadership operations.

Qualifications:

- Proven experience as a personal assistant, office manager, or in a similar administrative support role.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong written and verbal communication skills, with attention to detail.
- Proficiency in Microsoft Office Suite and other general office software.
- Ability to work independently with minimal supervision and collaborate effectively in a team environment.
- Follow workplace safety practices, including proper lifting techniques, ladder and stepstool safety, and maintaining clear walking paths.
- Professional demeanor and positive attitude, with a commitment to providing excellent customer service.
- Flexibility to adapt to changing priorities and deadlines in a fast-paced environment.
- High school diploma or GED required
- Valid Driver's License and clean driving record.

Safety Awareness:

- Understand and follow workplace safety guidelines, including proper lifting techniques and ladder safety.
- Occasionally and safely climb, balance, and work from step stools and ladders.
- Occasionally lift up to 25 pounds.
- Stand, walk, bend, reach, and move safely through office, warehouse, outdoor, concrete, and uneven-surface areas.

Work Environment:

- Work is performed in climate-controlled office areas, warehouse areas with varying temperatures, outdoor areas, and other company-related locations during local errands.
- Role requires movement between office, warehouse, and outdoor spaces throughout the workday.

Other Duties:

This description is not a comprehensive list of all activities, duties or responsibilities that are required of the employee for this job and is subject to change at any time with or without notice.

Equal Employment Opportunity

Alcoa Agency is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, veteran status, or any other status protected by federal, state, or local laws.

Equal opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. If you require reasonable accommodation to participate in the job application or interview process, please contact us at Alcoa Agency (714) 461-1307.