



JAKKS Pacific, Inc. is a leading designer and marketer of toys and other consumer products for kids, families and pets. With a wide range of our products, some of the world's most popular entertainment-licensed brands are a part of our portfolio. We are currently seeking an Administrative Assistant based in our headquarters in Santa Monica, CA

#### EXECUTIVE ASSISTANT POSITION DUTIES

1. Department Budget
  - Purchase Orders – record all approved Purchase Orders (excel doc)
  - Invoicing – Processing for submission to accounting department.
  - Create/Maintain department budget database (excel doc)
  - Prepare financial reports of department budget (weekly/monthly/quarterly/yearly)
  - Work with Hong Kong office to process/file R&D Expenditures
  - Follow up on outstanding invoices at the end of the year
2. Work with Design and HR department to process and file Independent Contractor Agreements
3. Manage busy calendar for SVP Design/Inventor Relations
4. Handle special projects for SVP Design/Inventor Relations
5. Support Directors with creation of expense reports and any other light tasks needed
6. Support contact for Design Employees
7. On call before and after hours for SVP Design/Inventor Relations

#### COMPUTER SKILLS:

- Heavy Excel use for budget keeping
- Word Document
- Entourage (Mail Program)
- Internet
- Zip/unzip files
- Network file organization
- Helpful but not necessary: Photoshop, Illustrator

#### SPECIAL KNOWLEDGE AND/OR SKILLS:

- Ability to prioritize responsibilities, manage workload and meet deadlines
- Proactive, work independently and complete projects without detailed instructions.
- Ability to be flexible, adapt to any changes in priorities, assignments and other interruptions
- Ability to take verbal and or written direction
- Ability to communicate information clearly and concisely
- Maintain confidentiality of sensitive and confidential information.
- Use tact and diplomacy when dealing with the needs, problems, or concerns of others
- Detail Oriented
- People Friendly