



ASSEMBLY ROOM MANAGER

Job Overview:

The Assembly Room Manager will be responsible for daily operational needs, quality control, order prioritization and time management. This position will work closely with the Director of Operations to prioritize orders, meet shipping deadlines and adhere to policies, procedures, and safety regulations.

Note: Line Hardware is currently located in St. Louis City and will be relocating to Pacific, MO in May 2026. The ideal candidate would be willing to commute to the city until we relocate.

Responsibilities:

- Oversee operations of assembly room and ensure prompt turnaround on projects
- Ensure assembly area is stocked and cleaned
- Assign work to team members with direction and parts needed
- Quality control assembled parts for accuracy
- Ensure team members paperwork is completed correctly
- Ensure compliance with company policies and procedures
- Adhere to PPE/Safety regulations

Benefits:

- 100% paid medical, dental and vision insurance for employee, 50% family
- 10 days PTO
- 6% 401(k) matching program
- Paid holidays, including your birthday
- Family-Owned Company
- Quarterly Employee events

Qualifications:

- Strong work ethic
- Impeccable attention to detail
- Forklift experience and/or certification required
- Ability to lift up to 60 pounds
- Team player mentality
- Excellent verbal and written communication skills
- Strong critical and analytical thinking abilities
- Exceptional time management and problem-solving skills