



EXECUTIVE ASSISTANT

Job Overview:

The Executive Assistant provides direct administrative and operational support to ownership and leadership in a small business environment. This position will serve as a trusted partner to our owners handling day-to-day administrative functions, coordinating internal operations and assisting with projects across multiple departments. The ideal candidate will be highly organized, proactive and comfortable managing a wide variety of responsibilities.

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:

- Manage calendars, appointments and scheduling
- Coordinate meetings, prepare agendas and track action items
- Draft correspondence, reports and internal communications
- Screen calls, emails and visitors; prioritize requests
- Assist with basic HR functions such as onboarding paperwork and file maintenance
- Coordinate travel arrangements including flights, lodging, transportation and itineraries
- Support light accounting including expenses, invoice processing and vendor communication
- Maintain digital and physical filing systems
- Assist with company events, meetings and special projects
- Handle confidential information with discretion
- Identify and implement administrative process improvements

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:

- Associate or bachelor's degree required
- 3+ years of administrative experience, preferably in a small business setting
- Strong work ethic
- Team player mentality
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office and Google Workspace
- Ability to multi-task and shift priorities as business needs change
- Self-motivated, resourceful, and detail-oriented
- Professional references are required and will be contacted prior to an offer of employment