



LINEAGE

The Important Things Never Change.

Position: Executive Assistant
Reports to: CEO
Shift: Part time 15-20hrs per week

OUR CULTURE

We move to the beat of a different drum. Our core values aren't just words on a piece of paper but something we strive to live out every day. We make a difference in the lives of our employees, their families, and our communities. We accomplish this by using our time, talents and resources. Each of our locations support local charities and we offer the opportunity to participate in international mission trips.

We are committed to our culture. We rally behind our core values and we deliver a positive experience to our customers. We celebrate our employee's success and encourage our team members to bring their insights and recommendations to the table. Are you ready to discover your true potential? Are you ready to join the Lineage family?

POSITION SUMMARY:

The Executive Assistant is responsible for management and administration of the President/CEO's office. Core responsibilities include providing senior level administrative support, calendar and email management, communications to internal and external constituents.

DUTIES AND RESPONSIBILITIES:

- Ensure the effective operation of the President's office including the confidential handling of communications and gracious representation of the President to a variety of constituents.
- Proofread important communications to be sent out.
- Regularly required to resolve complex administrative problems independently. Perform tasks that are diverse and advanced, usually with deadline pressures.
- Primary calendar responsibility to manage approximately 10/15 meetings per week.
- Handle all logistical needs for meetings, including room reservations, catering, technology, conference call set-ups, etc.
- Assist in note taking during meeting and prepare them for distribution.
- Manage various incoming and outgoing correspondence (including emails).
- Provide a bridge for smooth communication between the President's office and internal departments; demonstrate leadership to maintain credibility, trust and support with senior management.
- Work closely and effectively with the CEO; inform of upcoming commitments and responsibilities, following up appropriately.
- Uphold a strict level of confidentiality.
- Prepare weekly expense reports for submission.
- Make travel arrangements (flights, rental cars, and room reservations) when needed for senior leadership.
- Ability to create company newsletter using Adobe given content from a variety of sources.
- Format and edit social media content.
- Assist, as needed, on special projects and meetings.
- Provide reminders for birthdays of employees and relevant contacts.
- Assist President/CEO in personal appointments, gift buying, and vacation planning, as needed.
- Live out Lineage core values of Integrity, Growth, Family Culture, Pursuit of Excellence, and Compassion in all aspects of the job.
- Other duties as assigned.



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QUALIFICATIONS:

- College education preferred or equivalent professional administrative experience.
- 3-5 years of experience as an executive assistant to a senior level manager.
- Experience with and comfortable interacting with senior executives.
- Superior organizational and time management skills.
- Excellent communication skills, both oral and written.
- Ability to work with confidential and sensitive information.
- Superior computer skills including extensive knowledge of Microsoft Office applications.
- Strong PowerPoint and presentation development skills.
- Initiator who is conscientious, detail-oriented, and self-motivated.
- Ability to work effectively within a team environment.
- Customer service oriented.
- Positive attitude, tactful, punctual and team oriented.
- Ability to multi-task and work effectively with others.
- Personally committed to high quality work.

SUPERVISORY RESPONSIBILITY:

- This position has no supervisory responsibilities.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Standard office equipment is used – such as computers, phones, multifunctional device, mail machine, printers, etc.
- This is largely a sedentary position.
- While performing the duties of this position, the employee is required to speak and hear.

TRAVEL:

- This position requires little to no travel.

BENEFITS:

Lineage Offers full time employees with the following benefit options:

- Medical, Dental, Vision Insurance
- Life, Disability, and Voluntary coverages
- 401k and 401k discretionary employer contributions
- Paid Time Off
- Paid Holidays
- Bonus Programs

Please apply by sending your resume to LineageKSjobs@trustlineage.com

Lineage is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, race, color, sex, religion, national origin, disability, sexual orientation,