



Established by the Hodgdon family in 1947, Hodgdon Powder Company, Inc. (HPC) has grown into the preeminent supplier of gunpowder in North America. HPC is currently looking for an **Executive Assistant** in our **Shawnee, KS** office.

The **Executive Assistant** will provide primary support to the President & Chief Executive Officer (CEO) with additional responsibilities to the Senior Leadership Team (SLT) and the Board of Directors (BOD). This person would be responsible for organizing and managing the CEO's day-to-day activities.

Duties and Responsibilities:

- Provide administrative assistance including calendar management, answering telephone calls, writing, and editing emails, drafting memos, and preparing communications on behalf of the CEO
- Collaborate with the Senior Leadership Team to prepare documents for meetings, this includes, but is not limited to Board, Shareholder, Family Council, and Senior Leadership Team meetings
- Organize events and meetings; this includes scheduling, vendor management and on-site coordination
- Arrange and monitor CEO's domestic and international travel
- Greet office visitors and direct them to their destination
- Oversee general office needs including receipt and distribution of mail and office supply management
- Perform minor accounting functions
- Other duties as assigned

Experience and Requirements:

- 3+ years of experience as an executive assistant required
- Experience supporting a Board of Directors, preferred
- Proficient in Microsoft Office Suite, advanced PowerPoint skills preferred
- High-level of professionalism, discretion, and confidentiality
- Comfort working near firearms and shooting sports accessories

Benefits:

- Industry leading Health, Dental and Vision Insurance
- Company-paid Life, Short-Term and Long-Term Disability Insurance
- 7% 401(k) match
- Profit Sharing Opportunity
- Casual, dog-friendly work environment
- Four, 10-hour workdays. Monday – Thursday 7:00 a.m. – 5:30 p.m.

Interested? Email HR@Hodgdon.com for more information!