



Job Title: Executive Assistant – The P3 Companies

Location: Midlands, SC (based in Batesburg-Leesville)

Reports to: CEO, The P3 Companies

About The P3 Companies

The P3 Companies is a growing family of businesses—including P3 Media, P3 Design Build, P3 Apparel, and P3 Autocraft Solutions—committed to building strong communities through creative media, construction, apparel, and mechanical services. We value integrity, excellence, and intentional relationships in everything we do.

Position Overview

We're hiring an Executive Assistant to work directly with the CEO in our Batesburg-Leesville office. This in-person, front-desk role is ideal for someone who is highly organized, professional, and proactive. You'll support the CEO's daily operations, greet visitors, handle internal communication, and keep the office running smoothly.

Key Responsibilities

- Manage the CEO's schedule, meetings, and task lists
- Greet guests, clients, and team members at the front desk
- Prepare and organize documents, reports, and presentations
- Respond to emails and messages on behalf of the CEO
- Assist with project coordination and light administrative duties across all P3 brands
- Keep the office clean, stocked, and functioning efficiently
- Uphold confidentiality and a professional, welcoming atmosphere



Requirements

- Excellent communication and interpersonal skills
- Detail-oriented with strong organizational habits
- Proficient in Google Workspace (Docs, Sheets, Gmail, Calendar)
- Comfortable with light customer interaction and handling sensitive information
- Professional appearance and demeanor
- Prior experience in an executive assistant, receptionist, or admin role preferred
- Must be dependable and present in-office during business hours

Pay & Benefits

- Competitive hourly pay based on experience
- Monday–Friday daytime schedule
- Company apparel and branded materials provided
- Opportunity to grow alongside the leadership of a multi-brand company
- A values-driven environment with purpose, professionalism, and people at the center