Job Description

Job Title: PMNM Office Assistant
Job ID: 29213
Project Name: National Ocean Service
Full/Part Time: Full-Time
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: $1,730.00 - 2,684.00.

DUTIES: Provides administrative, clerical and office management support to the staff of the Papahanaumokuakea Marine National Monument. Answer, direct, and provide information on all incoming phone calls on the Monument's main line; receive and assist visitors; and support the administrative team as necessary. Receive and route incoming mail and respond to all general information requests received via mail, e-mail, telephone or fax. Handle office mailings to the Monument Advisory Council and other constituent groups and general public. Maintain office equipment to ensure the functioning of all shared equipment. Assist in scheduling meetings and coordinating logistics for meetings, conferences and workshops. Assist with educational outreach efforts.

PRIMARY QUALIFICATIONS:
EDUCATION: High School Diploma.
EXPERIENCE: At least one (1) year of job-related experience working in office administration or customer service-related work. Experience working with customers and/or general public in responding to requests for information or other assistance.
ABILITY/SKILLS: Knowledge of office administrative functions, including answering a multi-line phone, scheduling appointments, receiving visitors, managing incoming and outgoing correspondence, composing correspondence, arranging travel, filing, preparing reports, coordinating conferences, scheduling meetings, taking and transcribing meeting minutes, and managing projects. Proficiency in Microsoft Word, Microsoft Excel and PowerPoint. Must have good written and oral communication skills. Demonstrated ability in office administrative functions.

SECONDARY QUALIFICATIONS: Two (2) or more years of higher education. Familiarity with the NOAA Papahanaumokuakea Marine National Monument, State of Hawaii Dept of Land & Natural Resources, and US Fish & Wildlife Service. Familiarity with the Hawaiian Islands, its communities, and issues. Proficiency in other databases, graphics or presentation software. Experience using both PC and Macintosh computers. Familiarity operating various office equipment, e.g. copy machines, fax machines, scanners, etc.

INQUIRIES: Moani Pai 397-2660 (Oahu).

APPLICATION REQUIREMENTS: The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three
supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 06/03/2009