Position Summary: The Deconstruction Program Administrative Assistant provides administrative support to the Deconstruction Project Developer. He/she is responsible for establishing and maintaining all administrative systems within the department. This is a full time position (30 hours per week.)

Position Responsibilities:

• Implement and maintain administrative systems within the Deconstruction Program
• Prepare and provide written and electronic quotes for Deconstruction Services
• Answer phone and email, and respond to inquiries and requests for Deconstruction Services.
• Assist with all aspects of administrative management, logistics, equipment inventory and storage
• Manage inventory of assets and supplies, monitoring level of stocks, sourcing for suppliers and submitting invoices
• Coordinate between departments and operating crew in resolving day-to-day administrative and operational problems
• Schedule and coordinate meetings, interviews, events and other similar activities
• Send out and receiving mail and packages
• Prepare business correspondence (using word processing, spreadsheet, and presentation computer software)
• Send faxes
• Manage Files
• Research
• Perform multifaceted general office support

Required Qualifications:

• Excellent organizational skills.
• High proficiency in word processing and spreadsheet programs.
• At least 1 year experience in an administrative role
• Excellent oral and written communication skills
• Demonstrated ability to meet deadlines.
• Demonstrate sincere enthusiasm for diverting C&D waste for reuse to benefit the environment & community.
• Ability to work effectively with a wide range of individuals of diverse backgrounds.
• Work-style - professional, organized, assertive, harmonious
• Non-profit experience a plus

Compensation: Position pays $12 per hour to start, depending on experience, with health benefits offered after 4 consecutive weeks of full time employment.

To Apply:
Applicants are invited to submit a cover letter and resume to:

info@reusehawaii.org  No phone calls please. Thank you!