

JOB OPENING NOTICE

Position: **ADMINISTRATIVE ASSISTANT I**
Hawaii - Kapolei Office

\$30.52 per hour + benefits
40 hours a week

Operating Engineers Local Union No. 3's, Hawaii (Kapolei) Office is seeking an Administrative Assistant.

Job Description:

Performs general office work and clerical duties; processes mail, initiates correspondence as needed and directed. Prepares special reports, charts and memoranda, receives and accounts for daily receipts, may make deposits, process various applications and records payments, coordinating with district personnel, Trust Fund, Credit Union, employers, members and Union in maintaining current information. May assist in dispatching activities, and process membership information, etc. Responsible for office supplies, scheduling, minutes, agenda and working on district picnics.

General office work includes, but is not limited to: answering phones, routing calls, taking accurate messages, processing mail, general correspondence as directed, and purchase orders.

This position requires initiative and an aptitude for problem solving. Must be able to handle a variety of special projects and assignments. Must possess good communication, proofreading and keyboard skills. Ability to work with computerized reports, and aptitude working with numbers. Must know Word, Excel, and Access programs.

Please submit resume and cover letter to: twilliams@oe3.org Cover letter and resume must be received by: **5:00pm (HST) on Tuesday, September 14, 2021.**

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