

Human Resources

- Processes new hires and conducts initial onboarding process.
- Manages company's performance appraisal system.
- Ensures that company procedures comply with employment regulations to include government grant and BBBS of America affiliate requirements.
- Implements agency-wide JEDI program to include training and other best practices to create a culture of social justice, equity, diversity and inclusion.
- Monitors attendance, vacation leave and sick leave accumulation usage.
- Fulfills HR training needs as requested by supervisors by securing training resources.
- Assists supervisors with disciplinary actions and staff with formal grievances.
- Researches and recommends pay structures and employee perks and benefits.

Executive Assistance

- Serves as executive assistant to the President/CEO, Chief Operating Officer and Board of Directors to include: Coordination and notification of meetings; updating board member records and rosters; recording board meeting minutes; and serving as primary point of contact for the board.
- Coordinates company travel arrangements.
- Supports staff with administrative duties as requested.

General

- Assists Accountant with data entry in Quickbooks.
- Performs other related duties as needed or required.

REQUIRED QUALIFICATIONS

- Minimum Bachelor's Degree in business, human resources, or related.
- Minimum two years of administrative, office management, human resources, or equivalent experience
- Demonstrated excellent written and oral communication skills.
- Demonstrated ability to work independently and as part of a team.
- Proficient in using Microsoft Office software (Outlook, Word, Excel, PowerPoint).
- Experience, or willing and able to learn how to utilize, virtual platforms such as Zoom, Microsoft Teams, and others.
- Able to manage multiple projects at a time
- Proficient in using general office machines and telephone system
- Able and willing to work cooperatively with others both externally and internally
- Able to maintain a high degree of discretion dealing with confidential information
- Access to vehicle for travel to meetings and office supply runs
- High attention to detail

PREFERRED QUALIFICATIONS

- Experience with QuickBooks or other accounting systems.
- Strong commitment to JEDI (Justice, Equity, Diversity and Inclusion).

WORKING CONDITIONS

- Able to lift 10 lbs.
- Work will primarily be done in an office setting. Note: *Until further notice, work will follow a hybrid in-office and remote work setting schedule.*
- Able to use personal computer, telephone, fax, photocopier, typewriter, postage meter, and related office equipment.
- Work Hours: Full-Time, Monday through Friday 8:00 am – 5:00 pm. Some evening/weekend work on occasion.
- Mental Demands: Must be able to work within deadlines and process multiple projects simultaneously.

Equal Employment Opportunity

Big Brothers Big Sisters Hawai'i provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation, disability, or any other characteristic protected by state, federal, or local law.

Americans with Disabilities Act

Employee must be able to perform all essential job functions, with or without reasonable accommodation.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job. They are not a comprehensive, detailed description of all work requirements of the position. Big Brothers Big Sisters Hawai'i may change the specific job duties with or without prior notice based on the needs of the organization.

Disclaimer

This job description has been designed to indicate the general nature and level of work performed by employees within this classification, it is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Job Type: Full-time

Salary: \$50,000.00 per year

Benefits:

- 401(k) w/employer match
- Dental insurance
- Employee assistance program
- Health insurance
- Medical insurance
- Paid time off
- Professional development assistance
- Referral program
- Vision insurance

Schedule:

- Day shift
- Monday to Friday

COVID-19 considerations:

Proof of vaccination or negative COVID test results.

Education:

- Bachelor's (Preferred)

Experience:

- Microsoft Office: 1 year (Preferred)

Work Location: One location