



Job Description

Job Title: Administrative Assistant	Reports to: Director of Administration
FLSA Status: Exempt	Aligned Executive: VP & CFO
Kipuka: Liliuonamoku	Department: Team Services

Job Purpose

The Administrative Assistant position is responsible for the overall administrative operations of the kipuka, including managing the front office reception area; coordinating meeting room spaces, and repairs and maintenance of the facilities. The position is also responsible for directing and coordinating business functions of the facilities, including developing and supervising processes for the maximum utilization of work spaces, administrative services, and equipment.

Essential Responsibilities

- Manages the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image.
- Contributes to kipuka's administrative operations budget, capital improvements, and expenditures; ensures compliance with the agency's policies and procedures.
- Manages and oversees the daily incoming and outgoing checks, billing statements and invoices
- Maintains relationships with office vendors to assure that the operations and maintenance of the office floors (building, equipment, furnishing, etc.) are addressed.
- Coordinates the booking of travel for kipuka teammates.
- Supervises the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities.
- Coordinate and collaborate with our IT Department to ensure that the daily operations of all the system technologies are properly functioning i.e. computer, phones, softwares, copier, fax machine, etc.
- Responsible for and manages all the operations and reservations for LT condo unit(s)
- Coordinates service/professional contract submittals and follow-ups.
- Oversees the unit's filing system ensuring that files are appropriately labeled, contain specific information and are properly secured. Follows standardized procedures for permanent records retention and retrieval.
- Negotiates the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions.
- Supports and implements all new computer software programs for operations.
- Responsible for the facilities day-to-day security (such as distributing building access keys and back-up to security access cards, etc.)
- Responsible for the kipuka parking and assignment of stalls to appropriate staff

- Responsible for arranging internal office moves and providing arrangements for office meetings.
- Participates as needed in special projects as assigned by the Director of Administration.

Other duties:

- Contributes to the Trust's success by accepting new assignments, helping team members, learning new skills, and striving to improve team and organization results.

Qualifications

- Bachelor's Degree or equivalent experience;
- Minimum 1-3 years of experience in managing an office;
- Strong management, administrative, organizational, interpersonal, verbal communication, and writing and presentation skills are required;
- Must have proven and strong leadership skills;
- Proficient in Word, Excel and PowerPoint; and
- Excellent verbal and written communication skills

Organization Competencies

- **Alignment with Queen's legacy:** Understanding and appreciation of Queen Liliuokalani's story, her legacy and the Hawaiian Culture is foundational to staff's commitment to working with our Hawaiian children, families and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one's work, in fostering meaningful relationships, and in embracing the community served.
- **Ho`omau i ka `imi Na`auao (Continuous Learning and Improvement):** Committed to creating and reinforcing an environment of continuous learning and improvement.
- **Ho`ike i na Mana`o Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **No'ono'o loi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations
- **Ho'o kumu a'e or `Imi hakuha (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Ho`ohana a me ka Hana Hilina`i (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like I ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Ho`onui I ka `Ike (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.

Mental and Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and reach with hands and arms.

Terms and Conditions of Employment

As a condition of employment, employee will be subject to LT's policies and procedures.