

Join Our 'Ohana as an Administrative Assistant!

Integrated Facility Services Hawaii (IFSH) is listed as one of Hawaii's Best Workplaces and Hawaii's Fastest Growing Companies for 2023. We are the facility management industry leaders in janitorial, landscaping, maintenance, and site management services. We offer competitive wages and benefits package, management and technical training, and opportunities for advancement and growth.

Our Administrative Assistants are highly organized, detail-oriented, and able to handle a wide range of administrative tasks with a passion for customer service and enhancing the quality of life for residents. This is a great opportunity to gain valuable experience and make a difference in our community.

Pay: \$18.00 - \$20.00 per hour (depending on experience)

Job Type: Full-time

Shift and schedule: Monday to Friday, 8-hour shift

Location: Honolulu

Benefits:

- Competitive salary based on experience
- Health, dental, and vision insurance
- Paid time off
- Paid holidays (including birthday holiday)
- 401k Retirement Fund with Company Contribution
- Free cancer insurance
- Employee referral program
- Opportunities for professional development
- A supportive and collaborative work environment

Duties and Responsibilities:

- Creates positive professional relationships with homeowners, residents and guests. Exudes genuine Aloha Spirit; caring, giving and positive energy. Remains approachable at all times.
- Performs general administrative duties such as answering email, following up with residents and agents, filing, and answering phones.
- Maintains and organizes all records, including but not limited to the following: resident registration and other documents, meeting minutes, invoices/proposals, etc.
- Maintains the resident database; ensures all information is kept up-to-date and accurate.
- Prepares packets for new residents and owners and assists with all types of registrations.
- Responds to resident complaints or inquiries, answers questions and concerns; documents all interactions; follows through to resolution or refers to the appropriate manager. Handles and documents owner inquiries not requiring Management input.
- Reviews all e-mails, responds to those that do not need Management input, or follows appropriate process for those that need Management response.
- Collects all invoices and ensures each is approved and coded.
- Assists in designs, printing, and maintains documents and forms used by all departments, including newsletters, building orientation, forms, flyers, etc.
- Assists in preparing reports.

Minimum Requirements:

- Legally authorized to work in the United States

- Minimum age 18, with at least a high school diploma or equivalent
- Ability to complete pre-employment drug test and if hired, random drug testing
- Ability to pass criminal background check
- Flexible and adapt well to change
- Team Player

Desired Qualifications:

- Previous experience in administrative roles is appreciated
- Proficiency in data entry and Microsoft Office applications (Outlook, Word, PowerPoint and Excel)

Preferred Skills:

- Exceptional time management skills
- Impeccable attention to detail
- Team player with the ability to work independently
- Problem-solving and critical-thinking abilities
- Effective communication skills, both written and verbal
- Ability to handle multiple tasks and prioritize deadlines

Candidates without experience will be considered if they have a strong willingness to learn and a variety of other skills or personality traits that fit the position requirements.

Integrated Facility Services Hawaii is an EO employer – Minorities/Females/Veterans/Disabled and other protected categories.

Please visit our website www.ifshi.com to learn more about us, our culture and the full list of career opportunities! Feel free to call us at (808) 892-9297 or email admin@ifshi.com for any questions.