DHX - Oahu

Job Title: Administrative Assistant

Employment Type: Full-Time
FLSA Status: Non-exempt
Department: Office
Reports To: Office

Job Summary

The Administrative Assistant at Dependable Hawaiian Express (DHX) plays a key role in supporting daily office operations, ensuring efficient communication, coordinate freight deliveries and ensure excellent customer service, and assisting management and team members with administrative tasks. This position requires strong organizational skills, attention to detail, and the ability to work in a fast-paced logistics and freight environment.

Essential Duties

- - Provide administrative support to customers, management and operations teams.

- Handle incoming calls, emails, and correspondence in a professional manner.

- Schedule delivery with customers.

- Prepare shipping documentation, invoices, and reports.

- Maintain accurate records and data entry in company systems.

- Assist with customer service and follow-up as needed.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

This position requires a high school diploma (or GED or high school equivalence certificate) and 1 year of previous office experience.

Behavioral Characteristics

- Initiative -- Job requires a willingness to take on responsibilities and challenges.
- Cooperation -- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Adaptability/Flexibility -- Job requires being open to change (positive or negative) and to

considerable variety in the workplace.
- Dependability -- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Attention to Detail -- Job requires being careful about detail and thorough in completing work tasks.
- Integrity -- Job requires being honest and ethical.

Computer Skills

- Must be able to type 40 WPM at the minimum.

Certification and Licensing