

JOB DESCRIPTION

Position Title: Operations Assistant
Department: Office Management
FLSA: Non-Exempt
Reports to: Office Supervisor/HR
Salary: \$20.00/hour

Description

Responsible for general duties that support the entire company/general operations, under the direction of the Office Manager/Human Resources (OM/HR). In a team with the office management department. Provides occasional, temporary assistance to specific departments in times of need, as directed by the OM/HR.

*Please note that due to the nature of this position candidates may be subject to drug testing and/or a fitness for duty certification.

Skills / Knowledge Requirements

- High School Diploma
- Computer knowledge in Microsoft Word, Excel, Outlook is a must
- Able to multi-task
- Good organization and time management skills
- Good verbal and written communication skills
- Strong customer service and human relation skills
- Team worker
- Reliable, dependable and trustworthy
- Experience in using a hand truck and dolly
- Able to lift boxes that may weigh up to 50 lbs.; stack on and lift off a hand truck or dolly
- **Personal vehicle (automobile) is required for daily deliveries and pickups (mileage reimbursement; parking in building provided at no cost)**
- Cell phone usage for business communication for delivery and pickups
- Clean driving record, auto insurance and current driver license (driving abstract is required)
- Administrative experience

Essential Duties

Courier

- Driving delivery and pickup of checks, documents and correspondence, and items from office/to and from union offices/to and from client locations
- Weekly payroll pickup from banks (pickup once per week, either walking or driving – banks are walking distance from office)
- Daily delivery of bank deposits to banks (either walking or driving)
- Every Tuesday, backup disk exchange for IT department at bank's safety deposit box
- As needed – Delivery of mailing supplies of large volume mail outs to mailing vendor
- As needed – Driving delivery and pickup of items for office, meetings, and requests from the OM Team
- Upkeep of courier logs, key(s), and phone
- Daily upkeep of e-mail and voicemails for position

Mail

- Metering of postage for outgoing mail and parcels by operating in-office mailing machine
- Daily preparation of outgoing mail for USPS; may need to deliver to the post offices if necessary
- Assist with in-office mailout preparation and operate the folder/insert machine as needed
- Maintain mail supplies

General Office Assistance

- Maintain inventory and replenishment of all copy rooms/workstations
- Maintain inventory and replenishment of all office supplies and stationary
- Maintain inventory and replenishment of lunchroom supplies
- Primary relief for the Receptionist (morning shift, lunch shift, breaks, and when the Receptionist is on leave)
- Assistance to OM team in setting up, and cleaning up after, special events and meetings
- Assistance with operational projects assigned by OM/HR

Temporary/Back-Up Assistance

- Daily Receptionist relief, including all Reception functions
- Assisting and relief support for other positions in OM, as needed
- Occasional, temporary assistance to specific departments, as directed by the OM/HR, such as helping with annual file boxing and other tasks
- Other duties as assigned by OM/HR

Physical Demands

- Driving long distances all around Oahu
- Lifting and carrying of file boxes, mailing supplies, and cases of paper that may weigh up to 50 lbs.
- Moving tables and lifting chairs for conference room arrangement
- Standing or sitting for extended periods

Working Conditions

- Indoors, air-conditioned office
- Conditions will vary for courier duties (i.e., weather, road/highway conditions, and conditions at client locations for delivery and pickup)
- Work must be performed on-site
- In “limited employees in office” emergency situation, Operations Assistant is essential to be at office

Work Shift

- Monday to Friday; 8:00am – 4:00pm; 1-hour unpaid lunch (standard is 7-hour workday, 35-hour workweek)
- Occasional change in shift start and end times as needed when providing relief coverage or assisting with special needs, which might result in more than a 7-hour day

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