

Role/Title: Administrative Assistant I
Department: Administration
FLSA: Non-Exempt
Reports To: Administration Supervisor

About Pacific Administrators

Pacific Administrators (PAI) was founded in 2001 with a mission to provide exceptional Third-Party Administration services to Multi-Employer (Taft-Hartley) Employee Benefit Plan Trust Funds. PAI has been awarded one of Hawaii Business Magazine's Best Places to Work for 2026 and is Hawaii's Largest Locally Owned & Operated Third-Party Administrator.

About the Role

The Administrative Assistant I will work under the Administration Supervisor to assist the Administration Supervisor, Administrative Assistant II and III, and Account Executives with various clerical duties.

Responsibilities:

- Able to handle trustees, professionals, vendors, etc. in a professional and courteous manner
- Photocopying, scanning and faxing of documents for Supervisor, Admin Assistant II and III, and Account Executives as needed
- Assist in preparation of Trust meeting materials for various meetings
- Assist in reviewing, proofing and finalizing all client Funds meeting minutes
- Prepare and finalize all client Trust Funds meeting agendas
- Coordinate and finalize hotel information for Client Trust meetings
- Coordinate and finalize lunches for Client Trust meetings
- Handling of Conference preparations and Trustee Travel Requests for all Trust Funds and ensure compliance with various client funds' travel policies
- Handling of Trustees post-conference Expense reports
- Process Admin Department incoming mail
- Mailouts of memos and correspondence
- Able to compose emails, letters to Trustees and Fund Professionals
- Maintain address label file and update Trustee listings for all Trust Funds as needed and email to Trustees, Professionals and internal staff
- Email reminders to all Trustees and Professionals for meetings
- Prepare meeting attendance rosters
- Coordinate trustee signatures on documents with Trustees and/or professionals and coordinate with courier for delivery
- Assist Admin Supervisor and Admin Assistant II and III with coordinating New Trustee Orientations (schedule meetings, prepare new trustee materials and resources, etc.)
- Maintain filing of all Trust records for all Trust Funds
- Assist and coordinate in preparation for Fund Audits
- Assist and coordinate in special projects (Employee Functions, special trustee events etc.)

Administrative Assistant I

- Able to handle daily activities in the absence of the Admin Assistant II and III, and Administration Supervisor
- Occasional carrying, loading and transporting of supplies
- Perform other duties as assigned

Requirements:

- 1-2 years College or Business School Education and/or 4+ years of Work Experience in Office Administration
- Type 50-60 WPM
- 10-key by touch
- Highly Proficient in Microsoft Word, Excel, and PowerPoint
- Excellent Communications skills-verbal and written
- Excellent Customer Service and Phone Etiquette skills
- Excellent Organizational Skills and able to Multi-task
- Strong Concentration, Listening and Problem-Solving Skills
- Able to keep matters “confidential”

Working Conditions:

- PAI offices are indoors & air-conditioned while conditions may vary at client locations
- Monday to Friday, 8:00 - 4:00 PM or 8:30 AM - 4:30 PM, with a 1-hour unpaid lunch
- The duties assigned will have situations that will require extra time

Accepted By: _____
Employee's Signature Date

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.