CDG MAUI · JOB POSTING

Executive Assistant

Part-time · Maui office · $25 per hour

ABOUT CDG MAUI

CDG Maui is a design-build construction company on Maui. We plan carefully, build it right, and own the outcome. We're growing and building a team where everyone knows their role and has the support to do it well.

THE ROLE

You'll support our COO / CFO: managing the calendar and inbox, preparing for meetings, tracking follow-ups and keeping documents organized, so leadership time goes where it matters most.

WHAT YOU'LL DO

- Manage the calendar and schedule meetings and interviews
- Sort the inbox daily and draft routine emails and letters
- Prepare agendas and materials before meetings
- Take notes and send action items the same day
- Keep one follow-up list and chase open items to done
- Prepare, format and file documents in OneDrive
- Keep office files and records organized
- Collect receipts and back-up for Accounting

WHAT YOU BRING

- 2+ years as an executive or administrative assistant
- Strongly organized and detail-oriented; works from checklists and doesn't let things slip through
- Discreet with confidential information
- Clear, professional writer
- Comfortable with Microsoft 365 (Outlook, Teams, Word, Excel, OneDrive)
- Takes ownership and raises problems early

NICE TO HAVE

- Construction or real estate office experience
- Experience supporting a CFO, controller or accounting team

WHY CDG MAUI

- A clear role, clear metrics and a close view of how a growing company is run
- Work with a team that values doing what we say