

JOB DESCRIPTION

Position Title: Operations Assistant (3/28/2024)
Department: Operations
FLSA: Non-Exempt
Reports to: Office Manager/HR

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 operations department. Provides occasional, temporary assistance to specific departments in times of need, as directed by the OM/HR.

*Please note 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).**
- 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.

Duties

Courier

- Driving delivery and pickup of checks, documents and correspondence, 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 2 banks (either walking or driving)
- Every Tuesday, backup tape 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 Operations 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 drop of outgoing mail in USPS mail drop box (office building street level) or delivery to the downtown post office loading dock, or may need to walk to the Ala Moana Shopping Center post office location.
- As needed – Assist with in-office mail out preparation and operate the folder/insert machine as needed.
- As needed – Management of mail supplies

General Operations Assistance

Job Description

Position: Operations Assistant

- Replenishment of copy paper for 3 copy rooms and paper towel supply in the lunchroom
- Primary relief for the Receptionist (morning shift, lunch shift, breaks, and when the Receptionist is on leave)
- Assistance to Operations team in setting up, and cleaning up after, special events and meetings.

Other Duties

- Receptionist phone relief as needed, includes sorting incoming mail
- Assisting and relief support for Office Coordinator, as needed.
- Occasional, temporary assistance to specific departments, as directed by the OM/HR, such as helping with annual affidavits, helping with annual Claims 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

Working Conditions

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

Work Shift

- Monday to Friday; 8:00 AM – 4:00PM; 1 hour unpaid lunch