



Hawaii Reserves, Inc.
A LAND MANAGEMENT COMPANY

Scanning Assistant
Temporary, Part-time Position

JOB DESCRIPTION

This position prepares and scans confidential and non-confidential documents for electronic archiving.

JOB REQUIREMENTS

Candidate must be able to work with minimal supervision and thoroughly follow routine procedures. Attention to detail is critical to the successful completion of all duties. Computer experience preferred.

COMPENSATION

\$12.00/hour

APPLICATION DATES

Opens January 10, 2019; closes when filled

Apply at Hawaii Reserves, Inc. office in the Laie Shopping Center
55-510 Kamehameha Highway, Laie, Hawaii 96762

Application available at: <http://www.hawaiireserves.com/pdf/Application.pdf>
Applications submitted via email (contact_us@hawaiireserves.com) must be signed and the original delivered to the HRI office before or upon interview