



Hawaii Reserves, Inc.
A LAND MANAGEMENT COMPANY

Administrative Assistant, Property Management
Regular, Full-time Position

JOB DESCRIPTION

This non-exempt position provides high level administrative and secretarial support to the Director of Property Management and Vice President of Administration, including using approved templates in the preparation of commercial and residential leases and service contracts, collecting and tracking insurance certificates from vendors and commercial tenants, maintaining property management and legal files, checking documents for accuracy and completeness, keeping track of and organizing time sensitive matters including escrow transactions, lease notifications and correspondence deadlines, tenant billing and tracking, invoice processing and tracking, and other clerical, secretarial and administrative tasks.

JOB REQUIREMENTS

Bachelor's degree or equivalent training or experience preferred. Five years of previous experience in property and legal administration is preferred. Paralegal certificate is preferred. Candidate must have well developed written and verbal communications skills, proficiency in legal and administrative functions, competency in Microsoft Office suite applications (e.g., Word, Excel, Outlook, Access, etc.), and be highly detail oriented. Candidate must have a valid Hawaii State Drivers' License. Candidate may not be a current tenant of HRI.

COMPENSATION

Annual Pay starting at \$42,000+
depending on experience and qualifications
Full Benefits Package (Health Insurance, 401K matching, etc.)

APPLICATION DATES

Opens April 2, 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