

Office Assistant – Kapolei

Carrier Hawaii has an immediate opening for a full time office assistant position at our Kapolei location! We're seeking a candidate who is customer service focused, multi-task oriented, and a team player with good written and verbal communication skills.

Description: The Office Assistant's main responsibilities are answering the phones, handling the daily mail, ordering office supplies, tracking attendance and office calendar, maintaining the bid list, assisting with training events, and helping the engineers with printing manuals.

This is a full-time, hourly position. Typical days and hours of work are done Monday through Friday, 7:30am – 4:00pm.

Requirements:

- Must have a high school diploma or GED equivalent.
- Must be knowledgeable in Word and Excel and computer literate
- Organized and able to multi-task
- Excellent communication and writing skills
- Solutions oriented and good with conflict resolution
- Great interpersonal skills, technical knowledge, and punctual

Benefits

- 100% company paid employee and 50% family medical, dental & vision (HMSA or Kaiser)
- 100% company paid employee group life insurance
- 401K retirement plan and profit sharing
- Flex Spending plan for medical and dependent care expenses
- Tuition reimbursement
- Employee discounts on air conditioning equipment and parts
- Paid vacation, sick, and holiday pay

If you're interested in this position please email your resume or job application to Cheryl at ckuroiwa@carrierhawaii.com