



Position Title: Executive Assistant and Office Manager

Location: Kīhei, Maui

Hours: Full-Time (40 hours/week)

General Purpose of Position: The Executive Assistant will support and assist the day-to-day tasks of the Principal and staff. The Executive Assistant will perform various administrative duties within the company such as managing calendars, handling various sensitive and confidential information, arranging for travel, etc.

Major Duties and Responsibilities

- Provide support and assist the Principal and staff with various day to day tasks.
- Manage calendars and schedule meetings for the Principal and staff.
- Organize and maintain sensitive and confidential information.
- Assist with errand runs which include but not limited to: picking up supplies, delivering items, mailing envelopes and boxes as needed
- Schedule and assist with logistics for external meetings with clients or community events which include but not limited to: securing meeting space, and A/V needs, ordering food, collecting RSVPs, setting up and breaking down of meetings, taking notes, etc.
- Assist team with tasks that are project related as needed.
- Arrange travel for staff and clients which include but not limited to: airfare, hotel, and ground transportation.
- Prepare budget and cost estimate for projects, travel, and meetings
- Answer and direct calls appropriately through Ruby Receptionist
- Maintain and order office supplies and equipment as needed
- Perform various clerical duties which include but not limited to taking and transcribing notes, maintaining files, organizing documents, scanning, photocopying, faxing, collating, etc.
- Assist with maintaining personnel files and records.
- Assist with onboarding for new employees and interns
- Assist and plan company events and gatherings for teams
- Perform copy for various documents which include but not limited to proposals and newsletters

- Assist the Principal on outdoor project site visits that include light hiking over uneven terrain
- Other duties as assigned

Skills and Abilities

- Strong organizational skills and ability to manage large amounts of files, schedules and information
- Proficient in Microsoft Office, Gmail, and standard use of office equipment
- Friendly and professional demeanor
- Knowledge of basic mechanical concepts
- Effective communication skills, both orally and in writing

How to apply

- To learn more about our work philosophy and company values visit us at <http://www.ainaarch.com/>. Applications can be submitted via e-mail to aloha@ainaarch.com and should include a cover letter with a statement of experience and availability, current resume of relevant experience, and at least three references (with contact information). Applications will be accepted until the position is filled.