



MEMORANDUM

TO: All Staff

FROM: Tupu Savaiigaea, Recruitment Specialist

DATE: March 5, 2010

SUBJECT: **Position Vacancy**

Applications are now being accepted for the following position:

Administrative Assistant to Director Meals on Wheels	(Regular)
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Position Summary:

The Administrative Assistant will perform administrative duties for the Director of Lanakila Meals on Wheels program. Responsibilities to include screening calls, making travel and meeting arrangements, preparing reports and financial data, training and supervising other support staff, and customer relations. Requires strong computer and internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors.

Minimum Qualifications:

1. Associate Degree with a concentration in Business and 3 years of related administrative experience and/or High School diploma or equivalent plus 5 years related administrative experience may be substituted in lieu of degree
2. Require advance proficiency in computer software using MS Office applications
3. Require ability to manage time, prioritize and balance workload
4. Require strong verbal and written communication skills
5. Require strong administrative skills, i.e. telephone etiquette, organizational skill, follow-up, updating, planning, coordinating
6. Require making decisions and working independently with minimal supervision
7. Willing to drive properly insured company vehicle

Interested candidates may contact Human Resources for a detailed job description/application.
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