



ALU LIKE, Inc.

JOB VACANCY ANNOUNCEMENT 18-003 (INTERNAL/EXTERNAL)

POSITION TITLE: ADMINISTRATIVE ASSISTANT II
REPORTS TO: MANAGER II
DEPARTMENT/PROGRAM: KA IPU KAEO / NHFAA, NHCTEP, MS

Job Summary.

Responsibilities include general clerical duties, working with staff and vendors to initiate, coordinate and provide efficient administrative and program support services. Coordinates and cooperates with other ALU LIKE, Inc. programs to further organizational goals and objectives. Works both as an active member on projects while working independently completing multi-tasked fiscal responsibilities to accomplish organizational objectives, including providing (data entry) Corporate Management Information System (CMIS) with respective data.

Duties and Responsibilities.

FISCAL ASSISTANT (40%):

1. Generates purchase orders; maintains purchase order log; assists with reconciling financial status report; and researches discrepancies.
2. Serves as contact with educational institutions statewide regarding vouchers, invoices and other requested documents as required.
3. Conducts review of fiscal records submitted to projects from vendors and schools prior to Manager approval; ensures arithmetic accuracy and completed documentation.
4. Provides updates regarding scholarship monies both provided and available for each program.

DATA & PROGRAM SUPPORT (60%):

1. Assists with data files and creating respective forms and reports, including CMIS database information.
 2. Performs data entry with accuracy; edits data and performs frequent backup of computer data files.
 3. Manages program office equipment, arranges for monitor and repair, and prepares purchasing proposals for supervisory review.
 4. Assists in preparing program materials, including flyers, brochures, and presentation materials, including ordering necessary supplies and production, including grant(s) preparation.
 5. Develops and monitors various calendars and schedules for staff, meetings, required reports and other activities.
 6. Performs general and major office tasks, including mail, messages, copying, preparing documents for distribution, travel arrangements, ordering office supplies, and typing.
 7. Serves as initial contact with participants and inquiries in absence of other staff regarding projects and services.
 8. Surveys all databases for problematic sections and system anomalies.
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Interaction.

The Administrative Assistant II has daily and extensive contacts with internal and external individuals, groups, and/or organizations.

Required Job Requirements.

Education and Experience

1. Associate Degree **and**
2. Completion of One (1) year of progressively responsible paid, relevant work experience in a professional office.

Substitution

1. High School diploma or equivalent **and**
2. Three (3) years of progressively responsible paid, relevant work experience in a professional office.
3. Relevant education above an AA Degree may substitute for experience on a year for year basis.

POSTION TITLE: ADMINISTRTRIVE ASSISTANT II

Required Job Requirements. (Continued)

Skills, Knowledge, and Abilities

1. Ability to handle multiple tasks concurrently.
2. Ability to listen, analyze problems, and develop effective solutions.
3. Ability to work with minimal levels of supervision.
4. Ability to operate standard office machines and to type 45 wpm.
5. Ability to use a personal computer using **EXCEL, WORD, ACCESS, and other programs, with a high level of proficiency in Excel arithmetic formulas, and computer data.**
6. Good oral and written communication skills.
7. Ability to produce accurate work.
8. Ability to work effectively with people of diverse backgrounds.

Other Requirements

Documented valid up-to-date Hawai'i driver's license, current no-fault insurance, and clean driving abstract and daily access to an automobile.

Working Environment.

1. Mostly sedentary tasks with occasional walking, standing, and bending in performance of job duties and responsibilities.
2. Light physical work with occasional lifting, pushing, or pulling up to twenty (20) pounds.

Desired Requirements.

1. Associate Degree in Office Administration, Technology or other closely related field.
2. Familiar with proper usage of the Hawaiian language and diacritical markings.
3. Knowledge, understanding, and experience with financial aid and scholarship services.
4. Knowledge, understanding, and experience with Hawaiian culture and values.
5. Knowledge, understanding, and experience with fiscal terminology.

SALARY: Salary level 6. Regular full time with benefits.

WORKPLACE: ALU LIKE, INC.
Ka Ipu Kaeo – (KS Vocatiional & K-12 School Scholarships)
2969 Mapunapuna Place, Suite 200
Honolulu, Hawaii 96819

TO APPLY: For consideration, qualified applicants must mail, fax, email cover letter and resume to:
ALU LIKE, INC.
Attn: Personnel Office
2969 Mapunapuna Place, Suite 200
Honolulu, Hawaii 96819
Email: personnel@alulike.org
Fax: 808-524-3670

SUBMISSION DEADLINE: OPEN UNTIL FILLED