



# HAWAII PLUMBING GROUP

## **Administrative Specialist**

**Benefits Offered:** Dental, Medical, Vision, Drug, 401K, Bonus, Vacation and Holiday pay.

**Employment Type:** Full-Time, Monday through Friday 8 AM to 5 PM

**JOIN OUR TEAM!** We are a locally-owned, Hawaii company, offering great opportunities for applicants interested in long-term, full-time employment.

**Position Summary:** This position includes field, office, and customer service work. Applicants must have experience in customer service, with excellent phone, email, and communication skills, which enable you to create a positive client experience. The administrative specialist will be responsible for clerical tasks, assisting in all aspects of administrative, office and customer service duties in the field and in the office.

### **Duties:**

Some duties include, but are not limited to:

- Meeting and greeting clients, and thoroughly explaining, re-assuring and clarifying our processes and procedures with them
- Fielding telephone inquiries
- Processing payments, invoices, estimates, and other pertinent documents including tracking reports and photo documentation
- Finalizing transactions, cash balancing, filing, administrative and clerical support in a variety of areas including: copying, scanning, record keeping, up-loading documents and data entry
- Generate routine correspondence and reports, jobsite documentation, including but not limited to: pre-construction & substantial completion walks, client communication and other jobsite related responsibilities

### **Requirements:**

- Must be “tech savvy” with proficiency with and knowledge of Microsoft Word, Excel, and PowerPoint
- Must own a smartphone
- Must have **daily** use of dependable transportation
- Must wear a SMILE and be team player
- Previous administrative office, customer service and/or field experience preferred
- Ability to listen, accept instructions, and complete assigned tasks
- Excellent communication and people skills
- Excellent verbal and written communication skills a must
- Willingness to learn
- Positive attitude

**Pay:** \$18.00 an hour

Please apply on our website and attach your resume.

We do not respond to phone inquiries. No “drop-ins” please.