

#19-18 Administrative Assistant
ADMIN, FT, Oahu

The Administrative Assistant position demands a considerable degree of autonomy and responsibility in coordinating and overseeing projects and functions. Good judgment and initiative are essential for performing assigned tasks. Position is also responsible for various administrative support and liaison activities. The Administrative Assistant must demonstrate an active commitment to Catholic Charities Hawaii's Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: High school diploma and five years of relevant work experience. A minimum of two years of college or two years training in business subjects at a business school or community college may be substituted for two years of relevant work experience.

EMPLOYMENT CLEARANCE REQUIREMENTS: Applicable background checks; HI State criminal check, education verification

DEADLINE TO APPLY: Open Until Filled