

#21-43 Administrative Manager ***CSS/ADMIN, Full Time, Oahu***

The Administrative Manager coordinates the administrative support functions for the CCS Division including managing of all administrative support staff within that Division. Duties may also include, but are not limited to, formulating and implementing management policies and procedures, project management, managing direct service initiatives, recommending improvement strategies to support efficiencies and effectiveness, tracking and analyzing data, coordination of Divisionwide staff training and special projects, etc. The Administrative Manager must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work. Must be available to start work in person within two (2) weeks of job offer. No moving allowance is available.

EDUCATIONAL & WORK REQUIREMENTS: Bachelor's degree in business administration or related field. Three (3) years of related experience. One (1) year of supervisory-related experience.

EMPLOYMENT CLEARANCE REQUIREMENTS: HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, Education Verification

DEADLINE TO APPLY: May 21, 2021