

**#25-16 Administrative Assistant / Receptionist**  
***CSS/PROG, Full Time, Oahu***

The Administrative Assistant/Receptionist provides administrative support to Catholic Charities Hawaii programs and serves as the receptionist for the Program Center of the Clarence T. C. Ching Campus. Assist individuals with performing intakes, investigating resources to provide information and appropriate referrals. The Administrative Assistant/Receptionist must demonstrate an active commitment to the Catholic Charities Hawai'i Mission and strive to incorporate the Core Values in all aspects of daily work.

**EDUCATIONAL & WORK REQUIREMENTS:** High school diploma and three 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:** HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, Education Verification

**COMPENSATION:** \$18.36 - \$20.35

**DEADLINE TO APPLY: February 12, 2025**

*Catholic Charities is an Equal Employment Opportunity Employer*  
*For more information about this and other positions, check out our website at*  
<https://www.catholiccharitieshawaii.org/careers/>