#26-84 Administrative Assistant
HARP/CHF, Full Time, Oahu

The Administrative Assistant position demands a considerable degree of autonomy and responsibility in coordinating and overseeing projects and functions for various programs. Ensures ongoing processes such as billing, data entries, reports required by contractors are timely completed in accordance with program, division and agency standards. Good judgment and initiative are essential for performing assigned tasks. 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: Hawaii State Criminal Check, Driver's License, Access to Vehicle with Current Valid Registration, Safety Check, and No-Fault Insurance, Education Verification

COMPENSATION: $21.26 - $23.89

DEADLINE TO APPLY: October 14, 2026

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/