JOB TITLE: Front Office Receptionist

Locally-owned and operated consulting firm is seeking a full-time front office receptionist for its Honolulu office.

Employee must possess the necessary knowledge, education, experience, physical abilities, and communication skills to perform the duties described below:

- Responsible for answering phones, greeting walk-in customers, managing company mail and emails, and conference room schedules.
- Coordinate monthly training classes.
- Provide administrative support to staff to meet client deadlines. Responsibilities include copying, printing, binding and delivering reports as needed.
- Coordinate all travel arrangements.
- Schedule pre, post and annual Employee Physicals.
- Maintain and update calendar of employee physicals, certifications and equipment or vehicle registrations and licenses.
- Assist with coordination of office functions, committees, and special projects.
- Responsible for the research, compilation, and organization of materials as requested.
- Weekly delivery/errand run to our Pearl City office. Other deliveries/errands as needed throughout the week.
- Responsible for organizing and upkeep of common areas to include reception areas, copier area, meeting/lunch rooms, training rooms, office supply cabinet.
- Responsible for light housekeeping duties to include, disposal of trash daily, vacuum, dusting/wipe down of areas & water plants weekly, clean refrigerators/microwaves monthly.
- Must function with considerable independence and exercise discretion when handling sensitive company information.
- Self- motivated, organized and able to use judgment for setting priorities and meeting deadlines.
- Maintain a professional and friendly disposition.
- Sit and/or stand for 8 hours per day.
- Lift heavy objects (40 pounds).
- Perform all other duties as needed.

Skills/Requirements

- Excellent verbal and written communication skills
- Responsible, Hard-working, and Friendly Attitude
- Solid organization, multi-tasking, and person-to-person skills
- Ability to prioritize, work independently and exercise good judgment
- Customer service oriented
- PC and MS Office proficient
- Valid Hawaii drivers license, vehicle and insurance
- Resume, 3 references, and salary requirements

Compensation: Commensurate with experience