



Project and Office Coordinator

Who we are

J. Uno & Associates, Inc. is a Hawaii-based cost engineering and estimating firm. Our team operates as a cohesive unit to provide consistent, high quality cost estimating consulting services to provide peace of mind and confidence to our clients. We believe in a collaborative approach with consistent communication and are committed to quality. We are looking for a Project and Office Coordinator to join our team.

What you'll do

Under supervision of the President, Vice President, and Business Development and Marketing Manager, you will support the business operations and your responsibilities will include:

Project Coordination

- Manage project information and scheduling
- Update and ensure accuracy of company database and server
- Coordinate weekly team meetings
- Coordinate travel arrangements for site visits
- Assist with marketing efforts

Office Coordination

- Prepare reports and documents
- Stock and organize office supplies
- Manage employee documents and coordinate employee onboarding
- Assist Accounting with Accounts Receivable (AR) and Accounts Payable (AP)
- Answer phone calls and greet visitors in professional and courteous manner
- Manage outgoing and incoming mail
- Coordinate team events

Who are you?

Successful team members are curious and value quality over quantity. They are creative problem solvers, and they seek to build value internally and for our clients. This means to join our ranks:

- You are an excellent communicator who is not afraid to ask questions
- You zoom in on the smallest details, while keeping the big picture in focus
- You thrive in an environment where you manage numerous projects and priorities
- You are the one always asking, "How might we take this better?" and "How can I improve the process for my team?"

- And, of course, you are a conscientious, organized professional, looking for an opportunity for career growth

Your Qualifications

We believe excellent Project and Office Coordinators can come from any industry. These are things we are looking to find on our resume:

- A 4-year degree or equivalent work experience
- A minimum of 1 year of experience in an office setting
- It is preferred, but not required, if you have experience working in the Architectural, Engineering and Construction community

Your Technical Skills

Here are some of the technical qualifications you will need to be a successful Project and Office Coordinator.

- Proficient in Microsoft Office and Google Suite
- Proficient in a PC Operating system
- It is preferred, but not required that you have experience using a database

Our compensation and benefits

- Salary will be commensurate with experience, abilities, and education
- Health Insurance
- Group Life Insurance
- Paid Holidays
- Paid Sick Leave
- Transportation compensation
- After your first year, Paid Vacation and 401k

We are an equal opportunity employer

J. Uno & Associates is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is based on qualifications, merit, and business need.

Get in touch

If you think you will be a good fit, let's talk. Please send a resume and cover letter addressed to Sarah at sarah@j-uno.com.