



Office Manager

Who We Are

J. Uno & Associates, Inc. (J. UNO) is Hawaii's largest pure construction cost consulting firm, serving the Pacific Rim and projects worldwide since 1989. We are in an exciting season of growth and are seeking an Office Manager. This would be a full-time exempt position, and you would work alongside team members in our Honolulu office Monday through Friday.

What You Will Do

The Office Manager reports to the CFO and will manage physical and digital company resources. Your primary responsibilities will encompass administrative duties, IT management, inter-departmental support, and a variety of other roles that contribute to maintaining a productive work setting.

Key Duties and Responsibilities

General Office Management

- Oversee day-to-day office activities to ensure efficient operations.
- Handle mail logistics for both incoming and outgoing correspondence.
- Manage the company phone system and act as the first point of contact for main line calls.
- Act as the front-line interface for visitors, from sign-in procedures to offering beverages.
- Supervise the procurement, allocation, and maintenance of office supplies and equipment.
- Conduct inventory audits for employee-issued items like computers, keys, and other equipment.
- Assume responsibility for office tidiness by scheduling or performing cleaning tasks.
- Ensure timely renewals and compliance with local, state, and federal registrations.
- Travel to our Florida office to assist with setup, management, and maintenance.
- Perform ad-hoc administrative tasks for executives, limited to 30 minutes unless approved by CFO.

Safety, Security, and Compliance:

- Oversee and enforce health and safety protocols, including periodic inspections.
- Establish and maintain emergency response procedures.
- Monitor and manage office security initiatives, including surveillance and alarm systems.

IT Coordination

- Serve as the primary liaison for all IT-related concerns and inquiries.
- Work with third-party IT service providers for specialized support.
- Handle minor IT troubleshooting, escalating complex issues as necessary.
- Manage software licenses, ensuring timely updates and renewals.
- Spearhead IT compliance efforts, adhering to industry and company standards.
- Participate in the planning and deployment of new IT systems and services.

Calendar and Event Coordination

- Take charge of company and executive calendars, coordinating meetings and appointments.
- Plan, organize, and execute company events, workshops, and team-building activities.
- Oversee logistics related to venue booking, catering, and A/V requirements for events.

Communication:

- Facilitate communication channels within the organization and with external stakeholders.
- Distribute internal notices, bulletins, and updates.
- Prepare meeting agendas and circulate minutes post-meetings.

Financial Duties

- Manage petty cash, prepare expense reports, and assist with office-related costs.
- Manage office expenses and vendor contracts.

Records and Documentation

- Keep accurate and confidential records, financial documents, and contracts.
- Manage electronic and physical storage, retrieval, and secure disposal of company documents.

Vendor Relationships

- Establish and maintain relationships with vendors, ensuring cost-effective and reliable services.

Cross-Functional Support

- Collaborate with HR for new employee onboarding, including setup and orientation.
- Assist various departments in tasks such as data analysis, report compilation, and project coordination.

Who Are You?

- You excel in organization, communication, and have a knack for multitasking.
- You enjoy interacting with people, exploring complex issues, and making things happen.
- You are willing to perform small and tedious tasks in addition to working on big and exciting projects.
- Your written and verbal communication is intentional, considerate, and easy for others to understand.
- You are not afraid to give or receive feedback.
- You have a high standard of excellence and help others to meet that standard.
- You can see the big picture and align priorities to achieve company goals.

The J. UNO team consists of hungry, humble, and smart individuals who celebrate each other's successes and support one another through tough seasons. Our core values are the foundation of our culture, and we recalibrate quarterly to ensure we live and breathe these daily.

- **Worthy of Trust**
 - Practice what you preach
 - Be reliable and dependable
 - Be honest and straightforward
 - It's okay to say "No"
- **Mastery of Craft**
 - Be a lifelong learner
 - Work hard; Work smart
 - Have grit
 - Be intentional
 - Unconscious competence
- **Humble Confidence**
 - Be genuine – Put in the work and know your stuff
 - Believe in yourself and your abilities
 - Make room for other people's thoughts and ideas. No one knows all the answers.
 - Humble on the outside, confident on the inside
- **Find the Why**
 - Curiosity fosters learning
 - Feed your appetite for knowledge
 - Seek first to understand, then to be understood
 - There's no such thing as a stupid question
- **Be a Multiplier**
 - Team Player who helps others succeed
 - Small things make the biggest difference
 - Add value to everything you do
 - Elevate and take it to the next level

Compensation and Benefits

- Annual salary ranging from \$60,000 to \$70,000, commensurate with experience and qualifications.
- Flexible Work Schedule: The core hours for this role require you to be on duty from Monday to Friday, 9:00 AM to 4:00 PM HST. Outside of these core hours, you have the flexibility to choose your schedule to meet the 40-hour per week minimum.
- Medical Insurance: J. UNO covers 100% of the 'employee-only' premium or 80% of either the 'employee + child' or 'employee + family' premium.
- Paid Time Off (PTO): You will accrue 15 days per calendar year after one year of employment with J. UNO, or 20 days per calendar year after 7 years of employment. In your first year, you'll receive 5 days of PTO after completing your 90-day introductory period.
- 401K Enrollment: Eligible for a 3% employer contribution after 6 months of employment.
- 401K Profit-sharing: Eligible after 6 months of employment.
- Paid Parental Leave: Two weeks of paid leave following the birth or adoption of a child, available after 1 year of employment.
- Commuter benefit: Options include paid parking near the office, a monthly bus pass, or a Biki membership.
- Employee Assistance Program (EAP): Access to counseling sessions for work-related, personal, or mental health topics for you or your household members.
- Life Insurance and Accidental Death and Dismemberment (AD&D): Coverage of \$100,000.
- Long Term Disability Insurance (LDI)
- Supplemental Income Protection
- Retirement Plan Protection
- Flexible Spending Accounts (FSA) for healthcare and dependent care.

Your Qualifications

- Bachelor's degree in business administration, office management, or a related field preferred, but not required.
- Minimum of 5 years of experience as an office manager or in a similar administrative role with a proven track record of successfully managing office operations and administrative functions.
- Experience in IT support, including basic troubleshooting and coordination with external IT providers.
- Knowledge of safety regulations and experience in implementing safety procedures in the workplace.
- Experience in vendor management, contract negotiation, and maintaining positive relationships.
- Proven experience in calendar management, resolving conflicts, and coordinating meetings.

- Event coordination experience, including planning, logistics management, and attention to detail.
- Must have a valid Driver License and access to a vehicle they will use for company errands, such as picking up office supplies, deliveries to clients or remote team members, bank deposits, and post office runs. The company will reimburse for mileage during these activities.
- This role requires access to confidential information. The employee must undergo a background check, drug testing when requested, and training. The employee must also always comply with all security policies and standards.
- Strong knowledge of office management systems, procedures, and best practices.
- Proficient in using office software tools (e.g., Microsoft Office Suite, Google Workspace).
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Exceptional communication skills, both written and verbal, with a professional and friendly demeanor.
- Demonstrated ability to handle sensitive and confidential information with discretion and integrity.
- Strong problem-solving skills, with the ability to proactively identify issues and implement solutions.
- Leadership qualities with the ability to motivate and collaborate with cross-functional teams.
- High level of attention to detail, accuracy, and commitment to delivering high-quality work.
- Ability to adapt to changing priorities, multitask, and work efficiently under pressure.
- The physical demands and work environment for this job require the employee to sit, use hands, talk/hear, and occasionally stand, walk, and lift up to 30 pounds. Vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus are also necessary. Reasonable accommodations are available for individuals with documented disabilities.

We are an equal opportunity employer

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

Get in touch

If you would like to apply for this position, please send your resume and cover letter to staffing@j-uno.com.