



## **Office Administrator**

### **Job Post**

#### **Summary**

We are seeking a highly organized and proactive Office Administrator to join our team. The Office Administrator position plays a crucial role in ensuring the smooth and efficient operation of our office, ensuring that daily tasks are completed accurately and on deadline. This role involves a wide range of responsibilities including providing administrative support to the finance department and the cost estimating teams. This position is crucial in assisting with HR-related and business management tasks. The right candidate will have the ability to focus on details while maintaining proactive awareness of big picture goals. This position provides room for career advancement for the right candidate.

#### **Key Responsibilities**

##### **Administrative and Office Support:**

- Answer and direct phone calls, emails, and inquiries to the appropriate personnel.
- Greet and assist visitors, maintaining a welcoming and professional atmosphere.
- Handle incoming and outgoing mail and packages.
- Schedule appointments, meetings, and coordinate conference room bookings through Google Space.
- Assist in preparing and formatting documents, presentations, and reports.
- Maintain and update office records and databases.
- Ensure the office is consistently clean, organized, and well-maintained.
- Oversee office equipment, including coordinating repairs and maintenance.
- Alert management to facility related issues and liaise with vendors as needed.
- Aid in coordinating and planning office events and gatherings.
- Maintain office supplies, organize inventory, and generate purchase lists.
- Track and manage employee-assigned items (keys, computers, etc.).
- Receive and organize reimbursements for payments.
- Assist with expense documentation and organization
- Perform courier services to the post office, FEDEX, or UPS (miles and gas are reimbursed).
- Occasionally, pick up office lunch orders or supplies (miles and gas are reimbursed).
- Organize Google Drive filing system
- Support coordination and purchase of travel itineraries for cost estimators and management teams

**HR Support:**

- Assist in onboarding and offboarding new and departing employees, including paperwork and orientation.
- Participate in company cultural and wellness programs.
- Support HR in the recruitment process by posting job openings, scheduling interviews, and contacting references.
- Help facilitate employee training and development programs.
- Assist with HR-related tasks, including organizing HR digital documents, benefits administration, and payroll coordination.

**Project Coordinator, Cost Estimator Department Support:**

- Assist with military base pass applications and tracking.
- Collaborate with the Project Coordinator to assist in project setup in Quickbase application and fee proposals by gathering and organizing relevant information.
- Assist Project Coordinator with various tasks such as updating project files and managing calendars.

**Supervisory Responsibilities:**

- No supervisory responsibility is available for this position.

**Compensation and Benefits Overview****Salary:**

- \$50,000 - \$60,000 annual salary commensurate with experience and qualifications.

**Medical Insurance:**

- J. UNO pays 100% of the premium for individual employees.
- For 'employee + child' or 'employee + family' plans, J. UNO pays 60% of the premium.

**Paid Time Off (PTO):**

- Employees receive 15 days annually after completing one year of service.
- This increases to 20 days annually after seven years with J. UNO.
- New hires earn 5 days of PTO upon concluding their 90-day introductory period.

**Retirement Benefits:**

- 401K Enrollment: After 6 months, employees receive a 3% employer contribution.
- 401K Profit-sharing: Available after 6 months of employment.
- Retirement Plan Protection: Designed to safeguard your retirement contributions.

### **Work Flexibility and Commute:**

- Flexible Work Schedule: Tailored to support work-life balance. All team members are on duty Monday to Friday from 10:00 AM to 4:00 PM HST. Outside of these core hours, you may choose your own schedule to meet the 40-hour per week minimum.
- Commuter Benefits: J. UNO will pay for nearby parking, a monthly bus pass, or a monthly Biki pass.

### **Employee Assistance and Well-being:**

- Employee Assistance Program (EAP): Provides counseling for work, personal, or mental health concerns for both employees and their household members.

### **Insurance Coverages:**

- Life Insurance and Accidental Death & Dismemberment (AD&D): Ensures a coverage of \$100,000.
- Long-Term Disability Insurance (LDI): Protects your income in case of extended illness or injury.
- Supplemental Income Protection: Additional layer of financial security in the case of long-term disability.

### **Financial Benefits:**

- Flexible Spending Accounts (FSA): Options available for both healthcare and dependent care expenses.

### **Qualifications:**

- High school diploma or equivalent; additional education or certification is a plus.
- Proven experience as an Office Administrator, Office Assistant, or similar role.
- Proficiency in Google Workspace (Gmail, Calendar, Drive, Meet, Chat) and Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) applications.
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Attention to detail and problem-solving skills.
- Ability to work independently and as part of a team.
- Knowledge of HR processes and practices is a plus.
- Familiarity with office equipment and software applications.
- Experience managing multiple vendors and projects simultaneously.

### **Competencies**

- **Initiative** – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Planning/ Organizing** – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

- **Quality** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

### **Additional Requirements**

**Vehicle and Current Driver's License** – Must have a valid Driver License and access to a vehicle with current insurance that the candidate 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.

**Clearance:** Candidates must have the capacity to access U.S. Department of Defense (DoD) information and facilities. This encompasses undergoing background screenings, potential drug tests, and adhering to stringent security policies and standards. The applicant must be a U.S. citizen or possess the necessary authorization to work in the U.S. Furthermore, candidates should be prepared to acquire base passes promptly and complete relevant procedures.

**Physical Demands:** Regular activities include sitting, handling, and communication. There are occasional requirements like standing, walking, stooping, kneeling, crouching, crawling, and lifting up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Clearance:** Ability to access U.S. Department of Defense (DoD) information and locations. This includes undergoing background checks, potential drug testing, and training while adhering to security policies and standards. Candidates should also maintain the capability to obtain base passes and engage in relevant procedures promptly.

**Physical Demands:** Regular requirements include sitting, handling, and communicating. Occasional demands involve standing, walking, stooping, kneeling, crouching, crawling, and lifting up to 30 pounds. Specific vision skills encompass close vision, distance vision, color vision, peripheral vision, depth perception, and focus adjustment.

### **Who We Are**

J. Uno and Associates, Inc. (J. UNO), Hawaii's largest pure construction cost consulting firm, has been serving the Pacific Rim and managing projects worldwide since 1989. Currently in an exciting season of growth, we are seeking cost estimators at levels from entry to senior. These full-time exempt positions are based in our Honolulu, HI office or upcoming Orlando, FL office, where you'll work Monday through Friday alongside a supportive team.

## **What You Will Do**

J. UNO assists Architect-Engineer (A-E) design teams in bringing projects to fruition by providing cost guidance. We create awareness of estimated construction costs at every phase of the design process, helping teams finalize designs within client budgets. Our team takes on new projects and challenges every week, performing tasks that include reading blueprints, performing quantity takeoffs, obtaining pricing quotes, conducting market research, attending client meetings, and packaging and submitting cost estimates. Our estimates cover various disciplines including architectural, structural, civil, electrical, and mechanical. While project locations span the Pacific and the globe, most work will be performed in our Orlando office. Local and non-local travel may be required for site investigations, design charrettes, and On-Board Reviews. We utilize software such as Microsoft Excel, Bluebeam, On-Screen Takeoff (OST), and MCACES 2nd Generation (MII) in our daily tasks.

## **Who Are You?**

This role is for you if you enjoy using your imagination, exploring complex issues, and embracing new challenges daily. You are not the type who is content doing the same tasks for similar projects day in, day out. With 400 new projects annually, each one unique, J. UNO offers constant opportunities to learn. The diversity of projects will expose you to the A/E/C industry, including studies, master plans, renovations, and new construction across various sectors like schools, hospitals, hotels, airports, luxury, public housing, harbors, piers, and more.

The J. UNO team consists of individuals who are hungry, humble, and smart. We celebrate each other's successes and support one another through challenging times. Our core values are the foundation of our culture, and we make a concerted effort to ensure that we live and breathe these values 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

### **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](mailto:staffing@j-uno.com).