



Contract Assistant Honolulu, HI Job Post

Who we are

J. Uno & Associates, Inc. (JUA) 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 a Contract Assistant to work in our Honolulu, HI office. Work hours will be Monday through Friday from approximately 8:00 AM - 5:00 PM with flexible scheduling.

What you will do

The Contract Assistant is the Contract and Proposal Manager's (CPM) rapid-response, precision-admin partner – keeping every proposal, contract, and close-out task both fast and flawless. You'll triage the estimating inbox, build project records, format fee-proposal templates, and update contract phases with zero errors, all while maintaining airtight file control and proactive deadline reminders. Your hallmark is the seamless blend of speed, structure, and accuracy that frees the CPM to strategize and empowers JUA to win and execute mission-critical DoD, state, and commercial projects.

Primary Responsibilities:

Estimating Inbox Management

- Email & File Management
- Task Creation & Tracking

Request for Proposal (RFP) Support

- New Project & Fee Proposal Setup and Support
- Revised Fee Proposal & Mod Setup and Support
- Proposal Tools & Template Support

Contract Support

- General Contract Support
- Certificate of Insurance (COI) Support
- Quickbase (project database) Phase Creation & Update Support
- Invoice Support

General Support

- Project Travel Support

- AHA/ W-9/ Other Forms Support
- Project Closeout Support
- Phone Main Line Reception
- Miscellaneous projects & tasks

Who are you?

You are a highly organized, detail-oriented professional who enjoys supporting teams and managing information flow in a dynamic environment. You're proactive, reliable, and committed to helping projects succeed behind the scenes.

You'll thrive in this position if you:

- Are skilled at document control and information management.
- Communicate clearly and professionally.
- Can multitask effectively and adapt to changing priorities.
- Enjoy working collaboratively across departments.

The JUA 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

Your Qualifications

- High school diploma or GED required.
- Associate Degree or equivalent coursework in Business, Administration, or Contracts is preferred but not required.
- Prior administrative experience in contracts, legal administration, or A/E/C environment is preferred but not required.
- Proficient in using computers and common office software, including Microsoft Word, Excel, PDF readers, and document management tools.
- Demonstrated proficiency and accuracy in data entry, record-keeping, and electronic filing systems.
- Strong organizational skills and attention to detail.
- Able to manage multiple deadlines and work both independently and as part of a team.

Clearance to access U.S. Department of Defense (DoD) information – This role requires access to confidential information. You will be required to undergo a background check, drug testing when requested, and training. You will also be trained and required to comply with all security policies and standards.

Physical Demands – The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit, use hands to handle or feel, and talk/hear. The employee may be required to reach with hands and arms. The employee is occasionally required to stand, walk and stoop, kneel, crouch, or crawl. The employee may need to lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Our compensation and benefits

- **Compensation:** \$26.00 - \$36.00 per hour
- **Medical Insurance:** JUA will pay 100% of the 'employee-only' premium or 60% of either 'employee + child,' 'employee + spouse,' or 'employee + family' premiums.
- **Paid Time Off (PTO):** Accrue 18 days per calendar year. After 3 years of employment, accrue 20 days per year. After 6 years of employment, accrue 22 days per year.
- **Sick Leave:** 5 days per year
- **Holidays:** 12 holidays observed per year
- **401K Enrollment:** 3% employer contribution after 6 months of employment.
- **Parental Leave:** Two weeks of paid leave following childbirth or adoption, applicable after one year of employment.
- **Commuter Benefits:** In-office employees have the option of paid parking near the office or a monthly public transit pass.
- **Employee Assistance Program (EAP):** Counseling sessions for work-related, personal, or mental health topics for you or your household members.
- **Insurance:** Life Insurance & 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):** Options for healthcare and dependent care

We are an equal opportunity employer

JUA 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.