

JOB OPENING NOTICE

Position: OFFICE CLERK
HAWAII JOINT APPRENTICESHIP TRAINING CENTER
56-1160 Kamehameha Hwy., Kahuku, HI

\$32.93 Per Hour + Benefits
40 hours a week – M-F

Job Description:

Operating Engineers Local Union No. 3 seeks an organized, punctual, service-oriented individual to support the Hawaii Joint Apprenticeship Program. This position requires the ability to perform administrative and secretarial duties at a proficient level with independent judgment.

This role will involve heavy filing and extensive phone communication, making it essential for candidates to be proficient in administrative tasks and possess excellent communication skills. A minimum of 2 years of administrative/clerical experience in an office setting is required. Prior employment will be verified. Must have the capacity and motivation to master a steep learning curve; must be able to prioritize and complete a high workload timely, may occasionally work with numbers and money; must be proficient in composing professional letters with good grammar and writing skills. Must be able to solve problems and produce a high-quality work product. Must be able to take direction and follow structured procedures.

Required Skills, Abilities & Experience

- Strong organizational skills
- High level of multitasking
- Minimum 2 years of administrative/clerical experience in an office setting is required
- Knowledge and/or affinity with the labor union's mission is a plus.
- Ability to answer heavy call volumes daily
- Excellent people skills/must be a team player
- Good work history/attendance record
- Good proofreading skills
- Strong written & verbal interpersonal skills
- Intermediate MS Outlook, Word & Excel experience
- Typing 40 wpm

We are an EOE M/V/F/D employer. Please note that this job opening/position does not provide any relocation assistance and does not offer or provide relocation expenses.

Please submit a cover letter and resume to: jobs@oe3.org. Submissions must be received by: 5:00 pm H.S.T on Friday, February 21, 2025.