



POSITION DESCRIPTION

Administrative Assistant (Full Time)

Summary:

The Administrative Assistant plays an important role supporting the Business Office and Marketing Department. This position calls for someone who is organized, pays attention to details, and can track and manage multiple projects. Responsibilities will include keeping marketing information up to date, reviewing and responding to RFPs and RFIs, and assisting with new employee onboarding, setting up vendors, processing invoices, and processing manager expense reports.

Marketing Department Responsibilities:

- Research opportunities for airport projects in California, Hawaii, Massachusetts, Washington, and other areas as directed.
- Compile and format Orion's responses to requests for proposals and information.
- Maintain current project profiles and team resumes.
- For proposals estimated to take 10 or more hours, assign Proposal Numbers, and input new proposal information in business accounting software.
- Monitor pending project pursuits.

Business Office Responsibilities:

- Keep track of and update annual business registrations across multiple states/regions.
- Support the Business Office Manager in the new employee onboarding process, assisting with necessary documentation, office, and IT set up.
- Set up new vendors in business accounting software.
- Input incoming invoices into business accounting software for payment processing.
- Assist managers in preparing, reviewing, and submitting monthly expense reports.

Qualifications:

- Communications, Business Administration, Marketing, or other college degree and/or relevant work experience, demonstrating progressive growth/advancement.
- Back office, administration, or business office experience.
- Strong written and verbal skills.
- Comfort with standard office equipment, including printer, scanner, phone lines, and computers.
- Proficient with business software including Adobe, Word, Excel, PowerPoint, and Publisher.
- Strong verbal and written skills.
- Familiarity with AI and effective queries/prompts.
- Experience in the A/E/C space helpful.
- Enjoys problem solving and finding ways to improve systems.
- An excellent time manager.

- Valid Hawaii Driver License
- Able to pass a criminal history background check by the State of Hawaii

Attributes:

- Problem-solver.
- Seeks ways to streamline and improve processes.
- Self-starter.
- Asks great questions.
- Curious, lifelong learner.
- Easily moves between projects.
- Deadline driven.

Reports to:

Work Schedule:

Works in Orion's Downtown, Honolulu office, Monday through Friday, 8:00 a.m. to 5:00 p.m.
Occasional after-hours work may be required.

Physical Demands:

Ability to perform desk and computer work perform, stand, take stairs, bend, reach, and safely lift 20lbs.

Compensation Package:

Competitive salary, profit sharing, PTO, medical and dental, 401K, paid holidays, and life insurance.