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## JOB VACANCY NOTICE

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Position: Administrative Assistant

Department: Shareholder Relations

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### **Requirements:**

- Minimum 6 years secretarial/administrative assistant experience required.
- Ability to work with confidential and sensitive information and maintain confidentiality for the department.
- Proficient in the use of MS Office applications (Outlook, Word, Excel, and PowerPoint).
- Excellent organizational skills.
- Excellent written, verbal, and interpersonal communication skills.

### **Responsibilities:**

- Works with the Vice President, Shareholder Relations which includes typing correspondence, Shareholder and Board meeting minutes and reports; performs miscellaneous typing and maintains assigned files.
- Screens telephone calls, mail, and visitors; schedules appointments; furnishes information and/or directs outsiders to proper Company personnel; arranges for and notifies personnel as to meetings and luncheons; makes travel arrangements.
- Assists Shareholders and Board of Directors as required.
- May gather, assemble, and compile data from various other Company functions for correspondence, reports, and other uses.
- Works closely with the Lanikuhonua Coordinator and assists as required.
- Performs similar and incidental duties as required.

### **Periodic:**

- Arranges lunches for Board meetings and general meetings. Also arranges lunches and hotel accommodation for Board members.

Qualified applicants should email your resume and salary requirements to [hr@jamescampbell.com](mailto:hr@jamescampbell.com).