

**JAMES CAMPBELL COMPANY**  
**KAPOLEI, HI**

**Position: Administrative Assistant**  
**Job Type: Full-Time**

**Requirements:**

- Minimum 6 years administrative assistant experience required.
- Proficiency in Microsoft Office programs: Word, Excel, PowerPoint and Outlook.
- Experience working with SharePoint or other file management and sharing platforms or accounting software preferred.
- Must be willing to get Notary Public certification.
- Excellent written, verbal, and interpersonal communication skills.
- Excellent organizational skills.

**Responsibilities:**

- Performs administrative assistant duties for executive and management personnel.
- Screens telephone calls, mail, and visitors; schedules appointments; furnishes information and/or directs outsiders to proper Company personnel; arranges for and notifies personnel of meetings.
- Coordinates invoices, leases and other documents in the Company accounting and file management systems.
- Prepares third party billings and reimbursement requests.
- Tracks critical deadlines for permits, government submittals, etc.
- Prepares and updates PowerPoint and other presentation materials.
- Prepares and processes legal documents for execution including scanning of documents for records retention.
- Performs similar and incidental duties as required.

**Periodic:**

- Assists or substitutes for Administrative Assistants/Executive Assistants and Front Desk Receptionist.
- Coordinates arrangements for meeting locations, and refreshments/lunches.

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

EOE AA M/F/Vet/Disability