

HAWAII FARM BUREAU

Job Description

Administrative Assistant

Exempt (Y/N): No

SUMMARY: This position supports the Hawaii Farm Bureau Federation operations by providing basic administrative support duties including word processing, file maintenance/records control, telephone reception and customer service, accounts receivables, and data entry. Some work may require analysis and use of initiative and independent judgment; however, most assignments are specific, well-defined, and supervised. Prepares routine reports or correspondence to support daily operations of the Hawaii Farm Bureau generally, and specifically of the Executive Director.

ESSENTIAL DUTIES & RESPONSIBILITIES: Include the following. Other duties may be assigned.

1. Performs administrative support functions necessary for the operations of the Hawaii Farm Bureau – incoming telephone calls, incoming and outgoing mail.
2. Develops and maintains central file system including production, copying, and indexing of central file documents.
3. Schedules meetings and arranges use of conference rooms and/or outside facilities; arrange for travel, registration to seminars, and workshops.
4. Manages organizational calendar, to include events, meetings, Zooms, teleconferences, and deadlines.
5. Maintains member service database and administration of member benefit programs.
6. Manages accounts receivable and payables for membership and dental premiums.
7. Draft and prepare simple, non-standard correspondence, transmittals, and reports to internal and external members and customers.
8. Prepares and executes mail merges, labeling, and posting of correspondence and other printed materials to the membership.
9. Maintains supply inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; responsible for the organization of supply cabinet.
10. Collaborates with other staff to complete administrative tasks required of various projects.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Requires a high school diploma, or GED (General Educational Development) equivalent. Minimum two years prior experience in an administrative support position for an established organization exhibiting the skills to work

in a fast-paced environment to meet deadlines, able to work through interruptions, and perform multiple tasks throughout the day.

LANGUAGE SKILLS: Ability to read and interpret legislation, environmental regulations, and county government ordinances and laws. Ability to write routine reports and correspondence. Ability to promulgate both oral and written reports and correspondence and must have reasonable skill at public speaking.

MATHEMATICAL SKILLS: Ability to apply moderately complex mathematical concepts. Ability to work with mathematical operations related to daily tasks.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Employee must have strong computers skills including Microsoft Word, Outlook, Excel, Access, and Internet usage.

TRAVEL: Employee must possess a valid State of Hawaii driver's license and be willing to occasionally travel to the neighbor islands.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, while using their hands and fingers, handle, or feel objects, tools, or controls, talk, and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions while participating in farm or other environmental tours. The noise level in the work environment is usually low to moderate.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all the essential duties, responsibilities, and requirements of personnel.