

Ke Ke'ena Kūpa'a Maui Ola
Office of Wellness and Resilience
Office of the Governor

Executive Administrative Assistant (O'ahu)

About the Office of Wellness and Resilience, Office of the Governor

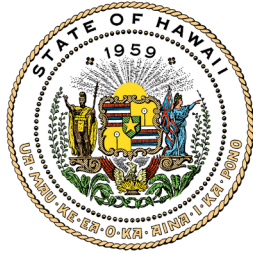
Our goal is to strengthen our state systems and services, using healing-centered principles as strategies to make Hawai'i a trauma-informed state. We break down the barriers that impact the well-being of Hawai'i's people – the keiki to kūpuna. To learn more, visit owr.hawaii.gov.

About the Position

Major Duties & Responsibilities

This position is geographically located on O'ahu (City and County of Honolulu). Under the general supervision of the Director and the Deputy Director of the Office of Wellness and Resilience, the Executive Administrative Assistant will:

- Organizes the workflow and manages requests for the OWR Executive Director's approval to ensure effective and efficient statewide operations.
- Exercises discretion and good judgment with sensitive subjects and documents when handling all inquiries.
- Develops and implements internal electronic workflow systems of tracking departmental requests, correspondence, and other documents.
- Monitors and provides status updates for projects and reports variations or discrepancies.
- Supports operational and technological functions, including establishes and maintains electronic and hard copy files.
- Gathers and researches information for federal, state and county government concerns/issues; refers select cases for action to appropriate departments and agencies; coordinates and/or collects information from various departments or agencies and may make recommendation to the supervisor.
- Researches and makes recommendations on innovative process improvements.



Ke Ke'ena Kūpa'a Maui Ola
Office of Wellness and Resilience
Office of the Governor

- Able to operate enterprise-wide computer programs and standard office equipment, and function efficiently in a paperless environment. Familiarity with document management systems or equivalent.
- Complete other duties as assigned.

Recommended Qualifications

Education:

- Graduation from an accredited college or university with a bachelor's degree; relevant work experience may be substituted

Experience:

- Demonstrated capacity working in a fast-paced, dynamic work environment, including ability to be self-directed, follow instructions, manage tasks to meet due dates, anticipate issues and work proactively, and problem-solve both independently and in a team
- Strong verbal and written communications skills, including interpersonal communication
- Knowledge of state government operations and excellent business practices
- Understanding and interest of state government policies and issues, including working knowledge of each state department and the agencies within each department
- Demonstrated experience in working with confidential matters, and in planning and coordinating large community engagements and provide support to team members across state systems

Compensation & Benefits

The salary range for this position is \$50,000 to \$65,000 annually, commensurate with education and experience. The State of Hawai'i offers a competitive compensation package. Employees may be eligible for a range of valuable benefits, such as comprehensive health care insurance, life insurance, retirement programs, sick leave, vacation leave and paid holidays. For more information, visit dhrd.hawaii.gov.

To Apply:

Please send your resume and cover letter, detailing your interest in the position and how your background and experience meets the major duties, responsibilities and recommended qualifications of the position, to gov.owr@hawaii.gov with the subject line <EAA>.