



1003 Bishop Street, Suite 1477
Honolulu, HI 96813

Current Job Openings

Effective as of June 8, 2018

To apply, call (808) 733-8550 or e-mail info@remedyhawaii.com

Open Positions

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- [Account Manager](#)
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- [Finance Assistant](#)
- [Financial Representative \(Non-Profit\)](#)
- [Food Safety Supervisor](#)
- [HR Administrative Assistant](#)
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- [HR Data Entry Specialist](#)
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- [Insurance Consultant](#)
- [Library Assistant](#)
- [Litigation Legal Secretary](#)
- [Mail Room Clerk](#)
- [Online Communication Specialist](#)
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- [Retail Sales Associate \(UNIQLQ\)](#)
- [Sales Account Manager](#)
- [Senior Accountant](#)
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- [Senior Claims Associate](#)
- [Senior Litigation Secretary](#)
- [Staff Accountant](#)
- [Supervisor In-Training \(UNIQLQ\)](#)
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Accounting/Finance

POSITION: Account (Billing) Clerk	LOCATION: Honolulu, HI	COMPENSATION: \$16-18 per hour
DESCRIPTION: Local company in Honolulu seeking an Account (Billing) Clerk to manage all billing, invoices, and past due billing issues from clients and vendors. Job Duties: <ul style="list-style-type: none">• Maintain accurate records• Complete all billing requirements• Follow up with clients and vendors for past due payments• Maintain filing system• Complete accurate data entry Qualifications: <ul style="list-style-type: none">• Bachelor's degree preferred• 2 year of administrative experience required• Candidate should be detail oriented and possess strong communication skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Financial Representative (Non-Profit)	LOCATION: Honolulu, HI	COMPENSATION: \$43,000 annually
DESCRIPTION: Local non-profit organization in Honolulu seeking a Financial Representative. Job Duties: <ul style="list-style-type: none">• Handles and manages the company's budget and vendor relations• Analyzes consumer data to build better vendor relationships• Coordinates consumer appointments for vendor services• Tracks overall enrollment/eligibility for Medicare, Medicaid, and other insurance plans• Maintains merchandise supplies to ensure that the organization is staying within budget• Develops written procedures to create operational efficiency• Develops and implements financial guidelines for vendors, consumers, and agencies• Tracks any billing discrepancies• Performs clerical work as needed• Assists Supervisor with any tasks within job scope Qualifications: <ul style="list-style-type: none">• Bachelor's degree preferred• 2 years Human Resources experience required• 2 years Accounting experience required• Candidate should be able to work under pressure and in a team setting To apply, please send resume to info@remedyhawaii.com.		

POSITION: Billing Specialist	LOCATION: Honolulu, HI	COMPENSATION: \$14 per hour
DESCRIPTION: Local non-profit organization in Honolulu seeking a billing specialist to manage all overdue funds from clients. Candidate's main focus will be collecting the maximum amount due from clients. Qualifications: <ul style="list-style-type: none">• Bachelor's degree preferred• 1 year of clerical experience required• Candidate should be detail oriented and able to work under pressure To apply, please send resume to info@remedyhawaii.com.		

POSITION: Finance Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$18-20 per hour
DESCRIPTION: Educational institution seeking an experienced Finance Assistant. Job Duties: <ul style="list-style-type: none">• Create, negotiate, and confirm student financial planning policies• Communicate with students re-entering the institution to ensure their financial needs are met• Advise students in the financial planning process• Work closely with admission coordinators to attract prospective students and parents• Keep accurate records, organize, and file paperwork• Other duties as assigned Qualifications: <ul style="list-style-type: none">• Bachelor's degree required• Knowledge of Federal, State, or commercial loan packages required• Experience working with financial aid programs required• Strong knowledge of MS Office• Excellent written and verbal communication skills required To apply, please send resume to info@remedyhawaii.com.		

POSITION: Senior Accountant	LOCATION: Honolulu, HI	COMPENSATION: \$60,000 - \$70,000 annually, depending on experience
DESCRIPTION: A local company in Honolulu is looking for a full-time Senior Accountant. Essential Duties: <ul style="list-style-type: none">• Reconcile monthly banking activity to transactions of various businesses.• Identify and resolve reconciling variances through available resources including bank websites and merchant account portals.• Record and post transactions in the general ledger.• Import and posts weekly payroll funds from payroll processor.• Prepare and post any adjusting entries to accounts as necessary.• Assist with the preparation of monthly financial reporting package.• Assist in filing General Excise Tax Returns on a monthly basis. Education/Experience: <ul style="list-style-type: none">• BBA in Accounting and five (5) or more years work experience.• Experience with Sage Accounting software preferred but not required. Skills: <ul style="list-style-type: none">• Must be proficient in Outlook, Word and Excel.• Requires excellent written and verbal communication. To apply, please send resume to info@remedyhawaii.com.		

POSITION: Staff Accountant	LOCATION: Honolulu, HI	COMPENSATION: \$50,000 - \$60,000 annually
DESCRIPTION: Local accounting office seeking a Staff Accountant to join their team. Duties and Responsibilities: <ul style="list-style-type: none">• Prepare financial statements and record transactions• Check registers and other client documents• Prepare and record journal entries• Reconcile financial statement accounts• Prepare updated financial statements on a monthly/quarterly/annual basis, including supplementary information• Prepare individual, partnership, corporation, trust and state tax returns• Research and create additional business metrics as needed Qualifications: <ul style="list-style-type: none">• Knowledge of GAAP• Preferably, bi-lingual Chinese/Japanese (business level)• 4 year accounting degree or MACC at an accredited university• Knowledge of Quickbooks/Sage 100/or similar accounting software• Ten key by touch• Familiar with MS office programs• 1-2 years of experience within a CPA firm preferred To apply, please send resume to info@remedyhawaii.com.		

POSITION: Teller	LOCATION: Kaimuki, HI Honolulu, HI Kailua, HI	COMPENSATION: \$14-15 per hour
DESCRIPTION: Local company seeking Tellers for multiple locations around Oahu. Job Duties: <ul style="list-style-type: none">• Greets all customers and takes care of services including the receipt and payment of money• Answers any customer questions and provides the appropriate services in accordance to the company's policies and procedures• Sells and recommends services based on customer need Qualifications: <ul style="list-style-type: none">• Bachelor's degree preferred• 1 year experience with cash handling• 10 key by touch• Basic computer knowledge• Candidate should possess good number skills and mathematical ability To apply, please send resume to info@remedyhawaii.com.		

POSITION: Teller	LOCATION: Kailua, HI	COMPENSATION: \$14-15 per hour
DESCRIPTION: Local company seeking a Teller for their Kailua, HI location. Job Duties: <ul style="list-style-type: none">• Greets all customers and takes care of services including the receipt and payment of money• Answers any customer questions and provides the appropriate services in accordance to the company's policies and procedures• Sells and recommends services based on customer need Qualifications: <ul style="list-style-type: none">• Bachelor's degree preferred• 1 year experience with cash handling• 10 key by touch• Basic computer knowledge• Candidate should possess good number skills and mathematical ability To apply, please send resume to info@remedyhawaii.com.		

Administrative/Office

POSITION: Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$12-14 per hour
DESCRIPTION: Large local medical insurance provider located near Ala Moana seeking a full-time Administrative Assistant. Primary Duties: <ul style="list-style-type: none">• Provide general administrative and clerical support to the Account Management department and department Compliance Analyst• Make outbound calls and send emails to gather data• Update group information in the renewal tracker, forwarding requests and inquiries to appropriate representative, following up on outstanding requests, and assisting the Compliance Analyst with all other requirements for accounts• Input and process data base information• Report generation and general analysis of data base information and creation of reports Minimum requirements: <ul style="list-style-type: none">• Ability to apply common sense understanding to carry out detailed by uninvolved written or oral instructions• Ability to deal with problems involving a few concrete variables in standardized situations• Must have strong organization skills and follow through• Able to work well with others, must be customer and team orientated• Able to use the PC and various PC programs as well as mainframe terminal• Operate office and business equipment• Self-motivated and directed• Professional image• Demonstrate initiative and handle tasks without constant supervision• Strong written and verbal communications skills Attendance: Dependability is critical, so good attendance is required. To apply, please send resume to info@remedyhawaii.com .		

POSITION: Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$14 per hour
DESCRIPTION: Large local medical insurance provider located near Ala Moana seeking a motivated administrative professional for a full-time Administrative Assistant position. Primary Duties: <ul style="list-style-type: none">• Maintaining workflow by studying methods; implementing cost reductions; and developing reporting procedures.• Creating and revising systems and procedures after analyzing operating practices, record-keeping systems, forms control, office layout, and budgetary and personnel requirements.• Resolving administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.• Ensuring operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.• Providing information by answering questions and requests.• Maintaining supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.• Completing operational requirements by scheduling and assigning administrative projects; expediting work results.• Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.• Answering phones, files, and handles other general office duties.• Contributing to team effort by accomplishing related results as needed. Skills/Qualifications: <ul style="list-style-type: none">• Reporting Skills• Administrative Writing Skills• Microsoft Office Skills• Managing Processes• Organization• Analysis• Professionalism• Problem Solving• Verbal Communication• Detail-Oriented• Ability to Multi-task• Previous administrative work experience• Strong verbal and written communication skills• Strong customer service skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$12-14 per hour
DESCRIPTION: Company in Honolulu seeking Administrative Assistant to ensure all clerical tasks are completed within job scope. Job Duties: <ul style="list-style-type: none">• Electronically file all account paperwork into database• Create and maintain marketing database• Track and maintain all accounts to ensure information is accurate and correct• Support staff with managerial tasks Qualifications: <ul style="list-style-type: none">• Bachelor degree preferred• Proficient in MS Office• Candidate should be detail oriented and possess great communication skills• 2 years administrative experience required To apply, please send resume to info@remedyhawaii.com.		

POSITION: Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$14 per hour
DESCRIPTION: Local insurance company seeking a full-time Administrative Assistant. Job Duties: <ul style="list-style-type: none">• Answering phones• Email correspondence• Scheduling appointments• Greeting customers• Respond to all billing inquiries from the insurance carrier, patient and clients.• Maintain accurate billing records and reports• Handle all payments• Oversee all patient accounts and account history• Miscellaneous administrative duties Requirements: <ul style="list-style-type: none">• Bachelor's degree preferred• Previous experience with insurance/billing highly preferred• Basic knowledge of medical terminology preferred• Must be comfortable meeting strict deadlines• Must have excellent communication skills and a positive attitude To apply, please send resume to info@remedyhawaii.com.		

POSITION: Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$50,000 annually
DESCRIPTION: Reputable non-profit seeking an administrative assistant to manage the day-to-day administrative operations for their Honolulu office. Job Duties: <ul style="list-style-type: none">• Manage schedules and travel coordination for the executive staff• Execute communication programs and events• Act as the liaison between internal and external contacts• Effectively communicate and collaborate with a wide audience• Work well in a team setting Qualifications: <ul style="list-style-type: none">• Bachelor’s degree required• 5+ years experience working in the service industry required• Experience with Microsoft Office preferred• Able to travel occasionally (1-2 times/year) to the mainland To apply, please send resume to info@remedyhawaii.com.		

POSITION: Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$12 per hour
DESCRIPTION: Local company seeking an Administrative Assistant to join their team. Job Duties: <ul style="list-style-type: none">• Following up on emails• Copying and scanning documents• Maintaining filing system• Generating, tracking, and maintaining logs and spreadsheets• Preparing presentations• Accurately gathers and enters data into databases• Additional duties as assigned Qualifications: <ul style="list-style-type: none">• Proficient in Microsoft Office required• High school degree or equivalent required• 2 years administrative experience preferred To apply, please send resume to info@remedyhawaii.com.		

POSITION: Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$15 per hour
DESCRIPTION: Local company in need of an Administrative Assistant. Job Duties: <ul style="list-style-type: none">• Coordinate schedules• Create excel spreadsheets and PowerPoint presentations• Maintain the filing system• Answer emails, phone calls, and faxes• Generate reports• Take care of all general projects within job scope. Qualifications: <ul style="list-style-type: none">• High school degree or equivalent required• Personal assistant experience preferred• 2 years administrative experience preferred• Proficient in MS Word, Excel, and PowerPoint• Candidate must possess great communication skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$16-17 per hour
DESCRIPTION: Local Human Resources and Benefits company seeking a full-time Administrative Assistant. Hours: Monday – Friday 8am to 5pm Primary duties: <ul style="list-style-type: none">• Assist the CEO and Administration Manager with general correspondence and daily tasks• Drafts and assembles agendas and meeting materials• Upload documents and materials to Google Drive• Maintain updated appointments calendar• Assist with special projects as needed Qualifications: <ul style="list-style-type: none">• Previous administrative work experience required• Proficient with computers, especially formatting PDFs and uploading to Google Drive• Able to multitask and prioritize To apply, please send resume to info@remedyhawaii.com.		

POSITION: Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$15 per hour
DESCRIPTION: Local insurance company seeking an Administrative Assistant to join their team. Job Duties: <ul style="list-style-type: none">• Assist with calls when necessary• Maintain accurate filing systems• Follow up with emails and faxes• Complete accurate data entry• Maintain accurate records and logs• Sort mail• Other duties assigned within job scope Qualifications: <ul style="list-style-type: none">• High school diploma or equivalent required• 1 year administrative experience required• Strong verbal and written communication skills• Detail oriented candidate preferred To apply, please send resume to info@remedyhawaii.com.		

POSITION: Administrative Assistant (Part-Time)	LOCATION: Honolulu, HI	COMPENSATION: \$16 per hour
DESCRIPTION: Local company in Honolulu seeking a part-time Administrative Assistant who will be accountable for all clerical functions and various projects. Job Duties: <ul style="list-style-type: none">• Prepare excel spreadsheets and PowerPoint presentations• Maintain filing system• Perform general administrative duties including following up with emails, phone calls, and faxes, preparing documents for meetings, and generating reports for operational needs• Take care of all general projects within job scope Qualifications: <ul style="list-style-type: none">• Business degree or related field preferred• 2 years Administrative experience• Proficient in MS Word, Excel, and PowerPoint• The ideal candidate should exhibit high standards, good judgment, and an ability to take initiative, and prioritize daily tasks To apply, please send resume to info@remedyhawaii.com.		

POSITION: Administrative Clerk	LOCATION: Honolulu, HI	COMPENSATION: \$14 per hour
DESCRIPTION: Large full-service law firm seeking Administrative Clerk to join their team. Primary duties: <ul style="list-style-type: none">• Provide administrative support to legal secretaries• Follow legal procedures and handle all related paperwork• Maintain organized case files• Perform filing, copying, scanning, etc. Qualifications: <ul style="list-style-type: none">• Organized and detail-oriented• Previous administrative experience preferred• Ability to multi-task To apply, please send resume to info@remedyhawaii.com.		

POSITION: Bilingual Receptionist	LOCATION: Honolulu, HI	COMPENSATION: \$13-15 per hour
DESCRIPTION: Local company located in downtown Honolulu is looking for a Bilingual Receptionist to support with administrative work. Job Duties: <ul style="list-style-type: none">• Greet customers• File and organize documents• Track and maintain all accounts to ensure information is accurate and correct• Support staff with managerial tasks Qualifications: <ul style="list-style-type: none">• Candidate must be bilingual speaking English and Korean or Japanese• Bachelor's degree preferred• 1 year administrative experience required To apply, please send resume to info@remedyhawaii.com.		

POSITION: Collector	LOCATION: Kapolei, HI	COMPENSATION: \$17 per hour
DESCRIPTION: Local banking institution in Kapolei seeking a full-time Collector. Essential Job Duties: <ul style="list-style-type: none">• Contact delinquent customers via phone and email to collect payments on delinquent accounts• Recommend and implement course of action to resolve delinquent status or overdraft• Assist customer in reestablishing payment record or reconciling account• Communicate and negotiate with external and internal customers, as well as bank personnel, to resolve disputes, problems and complaints• Remain compliant with company, state and federal regulations on collection and bankruptcy policies and procedures Qualifications: <ul style="list-style-type: none">• Basic computer skills• Comfortable using standard office equipment (typewriter, fax, copier, calculator and telephone) To apply, please send resume to info@remedyhawaii.com.		

POSITION: Data Entry Representative	LOCATION: Honolulu, HI	COMPENSATION: \$12-14 per hour
DESCRIPTION: Large local medical insurance provider located near Ala Moana seeking full-time Data Entry Representatives. Applicants should be sharp and trainable (i.e., ask good questions, willing to take on additional responsibility, helpful, etc.). Must have strong communication skills and be able to pick up quickly after training. Primary duties: <ul style="list-style-type: none">• Assist staff with data entry• Scanning and uploading documents into network databases• Accurately entering all data and information Qualifications: <ul style="list-style-type: none">• Strong typing and data entry skills• Previous medical office experience preferred• Accurate and detail-oriented• Proficient with Windows Operating system and Microsoft Office applications To apply, please send resume to info@remedyhawaii.com.		

POSITION: Escrow Officer	LOCATION: Honolulu, HI	COMPENSATION: \$50,000-60,000 annually
DESCRIPTION: Reputable firm located in Honolulu seeking an Escrow Officer who possesses excellent customer service and communication skills to oversee the escrow process. Job Duties: <ul style="list-style-type: none">• Research, organize, and assist escrow principals• Prepare escrow instructions• Assist lenders/agents with closing escrows• Formulate and draft documents• Issue title policies• Distribute funds appropriately• Oversee the general day to day activities of a team Qualifications: <ul style="list-style-type: none">• Bachelor's degree required• 2 years experience in real estate• Strong knowledge of the escrow and title process required• Candidate must possess strong organizational skills• Candidate must possess the ability to prioritize tasks and meet firm deadlines To apply, please send resume to info@remedyhawaii.com.		

POSITION: Escrow Servicing	LOCATION: Honolulu, HI	COMPENSATION: \$20 per hour
DESCRIPTION: Local banking institution in Honolulu seeking a full-time Escrow Servicing. Essential Job Duties: <ul style="list-style-type: none">• Assist with Escrow Insurance (homeowners, hurricane, flood), Mortgage Insurance, Property Tax, and Escrow Analyst• Handle mail• Generate reports• Create letters Qualifications: <ul style="list-style-type: none">• Mortgage loan servicing knowledge, preferred• MSP system knowledge, preferably in Black Knight• Basic computer skills—Excel, Word and Outlook• Comfortable using standard office equipment (fax, copier, and telephone)• Detail-oriented, great time management, organized and able to multi-task To apply, please send resume to info@remedyhawaii.com.		

POSITION: Executive Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$45,000-50,000
DESCRIPTION: Local company in Honolulu seeking an Executive Assistant that is accountable for all clerical functions and various projects. Candidate will be expected to take minutes for all Board meetings, prepare all documents for grant submissions, prepare excel spreadsheets and PowerPoint presentations, maintain the filing system, and take care of all general projects within job scope. This individual will also be supporting the President with general administrative duties including, but not limited to, initiating and following up with emails, phone calls, and faxes, preparing documents for meetings, and generating spreadsheets, charts, and graphs. This individual will ensure all deadlines are met and that confidentiality of business is made a priority. Qualifications: <ul style="list-style-type: none">• Business degree or related field preferred• 5+ years Administrative experience• Previous support to C Level Executives experience preferred• Must be able to lift, push, pull or carry 30 pounds without assistant• Proficient in MS Word, Excel, and PowerPoint• Candidate must possess great interpersonal and communication skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Executive Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$70,000 annually
DESCRIPTION: Local company in Honolulu seeking an Executive Assistant that is accountable for all clerical functions and various projects. Job Duties: <ul style="list-style-type: none">• Prepare excel spreadsheets and PowerPoint presentations• Maintain the filing system• Follow up with emails, phone calls, and faxes• Generate reports• Take care of all general projects within job scope Qualifications: <ul style="list-style-type: none">• Business degree or related field preferred• 5+ years Administrative experience• Previous support to C Level Executives experience preferred• Must be able to lift, push, pull or carry 30 pounds without assistant• Proficient in MS Word, Excel, and PowerPoint• Candidate must possess great interpersonal and communication skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Executive Assistant	LOCATION: Honolulu, HI	COMPENSATION: Up to \$60,000 annually
DESCRIPTION: Local company seeking an Executive Assistant to directly support the President/CEO. Job Duties: <ul style="list-style-type: none">• Supports with office manager with both opening and closing office routines• Maintain accurate record keeping• Support the President/CEO with errands• Maintain and coordinate the President/CEO's calendar and communication events scheduled• Arrange all corporate travel and communicate travel itineraries• Follow up with emails, phone calls, and faxes in a timely manner• Respond to all confirmations for the President/CEO in an efficient manner• Maintain an effective filing system• Any administrative duties within job scope Qualifications: <ul style="list-style-type: none">• Bachelor's degree required• At least four years of experience as an Executive or Personal Assistant• Proficient in Microsoft Office• Must possess strong written and verbal communication skills• Must have a clean driver's abstract To apply, please send resume to info@remedyhawaii.com.		

POSITION: Library Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$15 per hour
DESCRIPTION: Medical organization in Honolulu looking for a part-time Library Assistant. Duties will include receptionist duties for information desk, answering phones, loaning books, shelving, user registration, data entry, ordering supplies, mail, filing, and other duties as needed. Must have good written and verbal communication skills. Proficient with Microsoft Office and have computer technology skills. Schedule: 25-30 hours per week To apply, please send resume to info@remedyhawaii.com.		

POSITION: Mail Room Clerk	LOCATION: Mililani, HI	COMPENSATION: \$12 per hour
DESCRIPTION: Large established company in Mililani is seeking a part-time Mail Room Clerk. Schedule is Monday, Tuesday, Wednesday from 7:30AM-4:00PM Job Duties: <ul style="list-style-type: none">• Sort and sleeve outgoing mail pieces• Data coordination and dissemination• Retrieving and re-filing documents Qualifications: <ul style="list-style-type: none">• 1-2 years of office experience is required• Some heavy lifting involved• Must be able to stand and walk for long periods To apply, please send resume to info@remedyhawaii.com.		

POSITION: Part-Time Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$18-20 per hour
DESCRIPTION: Reputable company in Honolulu seeking a Part-Time (19 hr/week) Administrative Assistant with flexible Monday-Friday, 8am-5pm schedule, to be responsible for the administrative tasks in the office. Job Duties: <ul style="list-style-type: none">• Maintain filing system• Follow up with invoices• Organize mail• Follow up with emails, phone calls, and faxes• Generate reports for organizational efficiency• Complete accurate data entry Qualifications: <ul style="list-style-type: none">• Business degree or related field preferred• 2 years Administrative experience• Proficient in MS Word, Excel, and PowerPoint To apply, please send resume to info@remedyhawaii.com.		

POSITION: Program Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$13 per hour
DESCRIPTION: Local non-profit organization seeking a full-time Program Assistant. Essential duties: <ul style="list-style-type: none">• Sort, file, copy, and scan documents• Meet and greet office visitors (case managers, consumers, vendors, etc.)• Calculate receipts from consumers' purchases and requests• Contact medical insurance providers and maintain updated information for consumers• Update and maintain master database Qualifications: <ul style="list-style-type: none">• Minimum 1 year customer service and/or administrative experience• Human services experience preferred• Working knowledge of computer programs, such as Excel• Strong organizational skills and attention to detail• Able to multi-task and communicate effectively To apply, please send resume to info@remedyhawaii.com.		

POSITION: Senior Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$38,000-48,000 annually
DESCRIPTION: Local company seeking a Senior Administrative Assistant to join their team. Job Duties: <ul style="list-style-type: none">• Create, maintain, and enter invoices in QuickBooks• Follow up with clients in regard to overdue invoices• Complete accurate data entry• Answer incoming phone calls• Follow up on emails, voicemails, and faxes• Accurately file documents• Maintain credit card charge entries• Maintain mail• Plan company outings and activities Qualifications: <ul style="list-style-type: none">• Bachelor's degree preferred• 2 years administrative experience required• Proficient in QuickBooks and Microsoft Office required• Salesforce experience preferred To apply, please send resume to info@remedyhawaii.com.		

Customer Service

POSITION: Call Center Representative	LOCATION: Honolulu, HI	COMPENSATION: \$12-\$14 per hour, DOE
DESCRIPTION: Large local medical insurance provider located near Ala Moana seeking a full-time Call Center Representative. Primary duties: <ul style="list-style-type: none">• Answer incoming calls pertaining to company inquiries• Assist with phone calls and directing calls to appropriate personnel• Perform other clerical duties as assigned Required Skills: <ul style="list-style-type: none">• Professional phone etiquette• Need to provide excellent customer service to external and internal inquiries Preferred qualifications: <ul style="list-style-type: none">• Previous experience in a call center environment• Strong verbal and written communication skills• Strong organization skills and follow through• Ability to work well with others• Must have computer proficiency and comfortable using MS Office programs To apply, please send resume to info@remedyhawaii.com.		

POSITION: Customer Service Agent	LOCATION: Honolulu, HI	COMPENSATION: \$15 per hour
DESCRIPTION: Local cargo company in Honolulu seeking a full-time Customer Service Agent. Training will be provided. Key Responsibilities: <ul style="list-style-type: none">• Check vendors and customers in at dock office• Prioritize the workflow for cargo movements to ensure customer and vendor satisfaction• Communicate with customs brokers to obtain release documents• Assist with sales to achieve customer retention goals• Assist with accounting duties as needed Qualifications: <ul style="list-style-type: none">• Previous customer service experience• Excellent communication skills• Basic computer skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Customer Service Associate	LOCATION: Honolulu, HI	COMPENSATION: \$17 per hour
DESCRIPTION: Local insurance company seeking an experienced Customer Service Associate to assist with timely and accurate renewal of insurance programs. Primary duties: <ul style="list-style-type: none">• Work closely with assigned Account Executives to provide service and programs to clients• Process and prepare applications and proposals• Review account policies and prepare insurance program documents• Establish good relationships with personnel of clients• Effectively communicate rules, premiums, policies, etc. Qualifications: <ul style="list-style-type: none">• Previous customer service experience• Insurance industry experience preferred• Must have or obtain State of Hawaii Producer's License• Strong communication skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Customer Service Associate	LOCATION: Honolulu, HI	COMPENSATION: \$15-17 per hour
DESCRIPTION: Local food distribution company in Honolulu seeking a customer service associate with experience in grocery distribution and sales. Job Duties: <ul style="list-style-type: none">• Receive and direct calls from restaurant and grocery sales orders• Enter data from orders into the system• Create invoices for orders• File all paperwork and invoices• Support with clerical tasks within job scope Qualifications: <ul style="list-style-type: none">• 1 year experience in grocery distribution required• 1 year experience in high volume customer service sales required• Bachelor's degree preferred• Bilingual in English and Korean preferred Parking is provided. To apply, please send resume to info@remedyhawaii.com.		

POSITION: Customer Service Representative	LOCATION: Honolulu, HI	COMPENSATION: \$14 per hour
DESCRIPTION: Reputable local insurance company in Honolulu looking for a Customer Service Representative. This individual will be working in a customer service/call center environment. Prior industry experience is not required. Job Duties: <ul style="list-style-type: none">• Responsible for providing customer service over the phone.• Data entry of information into computer system• Payment processing• Other clerical and administrative functions Requirements: <ul style="list-style-type: none">• 2 years of Customer Service or Call Center background• Proficient in data entry• Friendly customer service• Must be comfortable with taking phone calls and punctual. Parking is not provided. To apply, please send resume to info@remedyhawaii.com .		

POSITION: Customer Service Representative	LOCATION: Honolulu, HI	COMPENSATION: \$14 per hour
DESCRIPTION: Local reputable insurance company in Honolulu seeking a Customer Service Representative to join their team. Job Duties: <ul style="list-style-type: none">• Answer phone calls regarding client questions• Process endorsements, new applications, cancellations, and reinstatements• Generate quotes for agents• Process invoices to support the Billing department• Audit customer service entries Qualifications: <ul style="list-style-type: none">• High school diploma or equivalent• 2 years office experience• Proficient in Microsoft Office• Possess excellent customer service and communication skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Customer Service Representative	LOCATION: Honolulu, HI	COMPENSATION: \$13 per hour
DESCRIPTION: Local educational organization seeking a Customer Service Representative to join their team. Job Duties: <ul style="list-style-type: none">• Welcome visitors and guests and directs them to the appropriate party• Answer phone calls• Monitor and report any suspicious activity near the reception area when necessary• Validate parking tickets• Issues visitor and contract passes Qualifications: <ul style="list-style-type: none">• Proficient in Microsoft Office• Strong verbal and written communication skills• High school diploma or equivalent required To apply, please send resume to info@remedyhawaii.com.		

POSITION: Customer Service Specialist	LOCATION: Honolulu, HI	COMPENSATION: Up to \$35,000-45,000 annually
DESCRIPTION: Company located in Honolulu seeking a Customer Service Specialist to consult with customers to recognize their ideas for their design projects. Job Duties: <ul style="list-style-type: none">• Build relationships with customers• Design models that to the customer's ideas• Possess customer service skills to execute the customer's vision• Know how to sell services to new customers to focus on business growth and development• Coordinate schedules• Answer phones• Maintain filing system Qualifications: <ul style="list-style-type: none">• Bachelor's degree preferred• Experience in marketing preferred• 5-10 years of experience in customer service preferred• Proficient in Microsoft Office required To apply, please send resume to info@remedyhawaii.com.		

POSITION: Customer Service Supervisor	LOCATION: Honolulu, HI	COMPENSATION: \$22-25 per hour
DESCRIPTION: Local cargo company in Honolulu seeking a full-time Customer Service Supervisor. Key Responsibilities: <ul style="list-style-type: none">• Manage the Customer Service department to ensure successful movement of cargo• Properly staff department to cover required hours• Supervise and train staff to maximize productivity and efficiency• Provide customer service• Assist with sales to achieve customer retention goals Qualifications: <ul style="list-style-type: none">• 2 years management experience in logistics• Excellent customer service and vendor relations skills• Ability to supervise others to maximize efficiency To apply, please send resume to info@remedyhawaii.com.		

Education

POSITION: Activities Manager	LOCATION: Honolulu, HI	COMPENSATION: \$50,000 annually
DESCRIPTION: Company in Honolulu seeking an Activities Manager to implement program planning, evaluation, community outreach, upkeep of recreational facilities and equipment, and oversee a team to complete all tasks within job scope. This position will create various programs including sports, arts and crafts for all ages. Candidate must possess leadership traits, strong communication skills, and knowledge of facility management. Qualifications: <ul style="list-style-type: none">• Bachelor’s degree in human services or related field required• Masters degree preferred• Minimum 2 years management experience required• Minimum 5 years experience in education field preferred Pay: \$50,000 annually To apply, please send resume to info@remedyhawaii.com.		

Human Resources

POSITION: HR Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$15 per hour
DESCRIPTION: Local company in need of an Administrative Assistant. Job Duties: <ul style="list-style-type: none">• Perform general administrative tasks, such as emailing, typing, scanning, copying and filing• Create and audit excel spreadsheets• Answer emails, phone calls, and faxes• Generate reports• Collect and accurately enters data into database• Assist with all general projects within job scope Qualifications: <ul style="list-style-type: none">• High school degree or equivalent required• 2 years administrative experience preferred• Must have strong MS Word, Excel, and Outlook skills• Candidate must possess great communication skills• HR experience highly preferred• To apply, please send resume to info@remedyhawaii.com.		

POSITION: HR Benefits Coordinator	LOCATION: Honolulu, HI	COMPENSATION: \$16-17 per hour, depending on experience
DESCRIPTION: Seeking a Full-Time HR Benefits Coordinator to assist with retirement benefits. Primary duties: <ul style="list-style-type: none">• Assist members with daily transactions• Coordinate 401(k) education meetings• Prepare reports and assist auditor with annual audit• Maintain accurate member records• Provide customer service Qualifications: <ul style="list-style-type: none">• Excellent communication and customer service skills• Benefits experience preferred• HR experience preferred• Able to multi-task• Proficient with Microsoft Office To apply, please send resume to info@remedyhawaii.com.		

POSITION: Human Resources Coordinator/Generalist	LOCATION: Honolulu, HI	COMPENSATION: Up to \$65,000 annually
DESCRIPTION: Reputable company in Honolulu seeking a Human Resources Coordinator/Generalist to join their team. Job Duties: <ul style="list-style-type: none">• Manage and administer employee benefits and compensation• Control the recruitment and hiring process• Focus on employee relations and culture of team• Formulate policies and procedures• Manage performance management• Maintain state and federal compliance through accurate reporting and procedures Qualifications: <ul style="list-style-type: none">• Bachelor’s degree in Human Resources of related field required• 5 years of Human Resource experience required• HRCI and/or SHRM certification preferred• Candidate must possess excellent communication and organizational skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: HR Data Entry Specialist	LOCATION: Honolulu, HI	COMPENSATION: \$16-18 per hour
DESCRIPTION: Reputable company in Honolulu seeking a HR Data Entry Specialist. Job Duties: <ul style="list-style-type: none">• Receiving and labeling data• Sorting data into categories• Locating records• Maintaining records• Entering information accurately into system Qualifications: <ul style="list-style-type: none">• Must have previous data entry experience• Understand the importance of confidentiality with data presented• High level of proficiency in Microsoft Office software, especially Excel• Excellent typing and accuracy skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: HR Specialist	LOCATION: Honolulu, HI	COMPENSATION: \$16-18 per hour
DESCRIPTION: Large local medical organization seeking an HR Specialist. Job Duties: <ul style="list-style-type: none">• Complete employment verification• Maintain filing system• Process HR paperwork• Complete accurate data entry• Other administrative/HR tasks as assigned Qualifications: <ul style="list-style-type: none">• Strong organizational and communication skills• 1 year of Human Resource experience required• 1 year administrative experience required• Microsoft Office knowledge To apply, please send resume to info@remedyhawaii.com.		

Marketing

POSITION: Online Communication Specialist	LOCATION: Honolulu, HI	COMPENSATION: \$60,000-65,000 annually
DESCRIPTION: Reputable company in Honolulu looking for an Online Communication Specialist to create a strategic marketing plan to reach multiple audiences. Job Duties: <ul style="list-style-type: none">• Create and implement a marketing plan to expand the company’s social media audience to reach multiple demographics• Post creative and interesting content to promote the brand• Write compelling communication on different social media platforms• Monitor all social media accounts 24/7• Updates content on company website Qualifications: <ul style="list-style-type: none">• Bachelor’s degree in Communications or Marketing required• 5+ years of Marketing, Public Relations, or Professional Journalist experience required• Experience working with multiple Social Media platforms required To apply, please send resume to info@remedyhawaii.com.		

Insurance

POSITION: Benefits Professional	LOCATION: Honolulu, HI	COMPENSATION: \$55,000-70,000 annually
DESCRIPTION: Reputable insurance company seeking a Benefits Professional to manage all benefit consulting with clients. Job Duties: <ul style="list-style-type: none">• Support the servicing, marketing and retention of current accounts• Ensure current accounts are compliant with company policies and procedures• Work on a team to meet sales goals with established and prospective clients• Maintain and manage personal sales goals to focus on profitability• Execute projects within job scope• Communicate with clients to ensure issues are resolved in a timely manner• Ensure all projects are compliant• Maintain an accurate filing system to make sure all client files are up to date Qualifications: <ul style="list-style-type: none">• Bachelor's degree in Business or Finance required• 3+ years in the Benefit field required• Life and Health Insurance License required or can obtain within 90 days of hire date• Proficient in Microsoft Office• Ability to work on a team• Possess strong verbal and written communication skills• Possess strong time management skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Claims Examiner/Processor	LOCATION: Honolulu, HI	COMPENSATION: \$12-14 per hour
DESCRIPTION: Large local medical insurance provider located near Ala Moana seeking a full-time Claims Examiner/Processor. Duties: <ul style="list-style-type: none">• Coordinate benefits between multiple insurance plans• Investigate other party liability data• Ensure accuracy and compliance with health plan administration and governmental rules and regulations• Communicate via telephone with internal and external customers Requirements: <ul style="list-style-type: none">• Strong computer skills• Able to multitask• Able to work under strict deadlines• Demonstrate initiative and handle tasks without constant supervision• Good written and oral communication skills• Prior health insurance background preferred To apply, please send resume to info@remedyhawaii.com.		

POSITION: Enrollment Specialist	LOCATION: Honolulu, HI	COMPENSATION: \$12-14 per hour
DESCRIPTION: Large local medical insurance provider located near Ala Moana seeking a full-time Enrollment Specialist. Primary Duties: <ul style="list-style-type: none">• Process and validate all enrollment data• Ensure accuracy of member information• Perform billing, enrollment, disenrollment and reconciliation• Assist and respond to telephone and written inquiries• Additional projects/duties as assigned Qualifications: <ul style="list-style-type: none">• Ability to read, analyze and interpret documents• Database knowledge or experience is highly preferred• Excellent data entry and phone servicing skills• Working knowledge of MS Office programs To apply, please send resume to info@remedyhawaii.com.		

POSITION: Insurance Consultant	LOCATION: Honolulu, HI	COMPENSATION: \$60,000 annually
DESCRIPTION: Local insurance office is seeking a full-time Insurance Consultant. Duties and Responsibilities: <ul style="list-style-type: none">• Maintaining office efficiency by monitoring office operations and procedures• Assisting the office with scheduling, filing, and managing correspondence while maintaining a strict code of confidentiality• Provide strategic financial, accounting, and regulatory reporting for clients• Performing transactions for client services• Build relationships with clients with a focus on growing business Qualifications: <ul style="list-style-type: none">• 4 years college degree in Accounting, Finance, or related field• CPA and/or CPCU required• 5+ years of financial and/or sales experience• Proficiency in Microsoft Office required• Supervisory experience preferred• Ability to read, write, and speak Japanese preferred To apply, please send resume to info@remedyhawaii.com.		

POSITION: Senior Claims Associate	LOCATION: Honolulu, HI	COMPENSATION: \$16 per hour
DESCRIPTION: Local insurance company in Honolulu seeking a full-time Senior Claims Associate. Essential Job Duties: <ul style="list-style-type: none">• Prepare specialized department reports• Handle check requests• Review and prepare claims control reports for compliance• Maintain department records• Additional administrative duties as needed Qualifications: <ul style="list-style-type: none">• Associates Degree and 3+ years of office experience• Proficient in Microsoft Office• Insurance experience preferred To apply, please send resume to info@remedyhawaii.com.		

Law Office

POSITION: Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$40,000 - \$50,000 annually
DESCRIPTION: Seeking a full-time Administrative Assistant for a local law firm in Honolulu. Duties: <ul style="list-style-type: none">• Drafting correspondence to clients• Calendaring appointments and deadlines• Answering incoming phone calls and emails• Maintaining client files Qualifications: <ul style="list-style-type: none">• Proficient in Microsoft Office and PDF software• Knowledge of the legal system is a plus, but not required• Works well in a team environment• Strong organizational skills• Able to multi-task and meet deadlines To apply, please send resume to info@remedyhawaii.com.		

POSITION: Litigation Legal Secretary	LOCATION: Honolulu, HI	COMPENSATION: Up to \$60,000 annually
DESCRIPTION: Large full-service law firm seeking a Litigation Legal Secretary to join their team. Primary duties: <ul style="list-style-type: none">• Provide administrative support to litigation attorneys and/or paralegals• Follow legal procedures and handle all related paperwork• Prepare documents and conduct necessary research• Determine filing deadlines and file in all courts• Maintain organized case files Qualifications: <ul style="list-style-type: none">• 4-6 years of relevant litigation experience• Bachelor's degree• Strong computer skills• Organized and detail-oriented To apply, please send resume to info@remedyhawaii.com.		

POSITION: Senior Litigation Secretary	LOCATION: Honolulu, HI	COMPENSATION: \$20-25 per hour
DESCRIPTION: Local law firm in Honolulu seeking a Senior Litigation Secretary to join their team. Job Duties: <ul style="list-style-type: none">• Drafting correspondence to clients• Calendaring appointments and deadlines• Answering incoming phone calls and emails• Maintaining client files• Maintaining accurate records Qualifications: <ul style="list-style-type: none">• Bachelor’s degree preferred• Proficient in Microsoft Office and PDF software• Knowledge of the legal system is a plus, but not required• Works well in a team environment• Strong organizational skills• Able to multi-task and meet deadlines To apply, please send resume to info@remedyhawaii.com.		

Retail

POSITION: Bilingual Sales Associate	LOCATION: Honolulu, HI	COMPENSATION: Up to \$18 per hour + commission on every sale
<p>DESCRIPTION: Luxury retailer in Honolulu seeking sales driven, customer service oriented, and self-motivated Bilingual Sales Associates. Ideal candidates will be bilingual in Japanese/English, have a goal driven mindset, and passionate about selling brands to help customers find the merchandise they want.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree required • 2 years retail experience required • Candidate should possess passion for eye wear and luxury goods <p>To apply, please send resume to info@remedyhawaii.com.</p>		

POSITION: Retail Sales Associate (UNIQLO)	LOCATION: Ala Moana	COMPENSATION: \$12.50 per hour
<p>DESCRIPTION: UNIQLO opening first store in Honolulu, Hawaii. Seeking friendly, high energy, customer oriented and fashion forward individuals! Looking to immediately hire Retail Sales Associates for part-time and full-time shifts! Training will be provided.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Provide excellent customer service • Process payment transactions using a Point of Sale (POS) System • Stay up-to-date with company's brand, products and any current store promotions and/or advertisements • Maintain the store's cleanliness • Replenish floor stock as needed <p>Qualifications:</p> <ul style="list-style-type: none"> • Excellent customer service and communication skills • Ability to work a flexible schedule (including evenings and weekends) • Previous retail experience preferred, but not required <p>DIRECT HIRE POSITIONS WITH VARIOUS PART-TIME AND FULL-TIME SCHEDULES AVAILABLE. Apply today!</p> <p>To apply, please send resume to info@remedyhawaii.com.</p>		

POSITION: Supervisor In-Training (UNIQLO)	LOCATION: Honolulu, HI	COMPENSATION: \$15 per hour
DESCRIPTION: UNIQLO opening first store in Hawaii. Seeking friendly, high energy, customer oriented and fashion forward individuals! Training will be provided.		
Key Responsibilities: <ul style="list-style-type: none">• Handle all basic store operations according to company's code of conduct• Train and supervise Retail Sales Associates on a daily basis• Provide excellent customer service• Process payment transactions using a Point of Sale (POS) System• Stay up-to-date with company's brand, products and any current store promotions and/or advertisements		
Qualifications: <ul style="list-style-type: none">• Excellent customer service and communication skills• Ability to work a flexible schedule (including evenings and weekends)• Previous retail experience, preferably in a supervisory capacity		
DIRECT HIRE POSITIONS WITH VARIOUS SCHEDULES AVAILABLE. Apply today!		
To apply, please send resume to info@remedyhawaii.com .		

Sales

POSITION: Account Manager	LOCATION: Honolulu, HI	COMPENSATION: Up to \$50,000 annually
DESCRIPTION: Company located in Honolulu seeking an Account Manager to consult and connect with clients and understand their vision for design. Job Duties: <ul style="list-style-type: none">• Build relationships with clients• Design prototypes with the client's vision in mind• Possess critical thinking skills to bring the client's ideas to fruition• Understand how to sell services to new clients• Focus on business growth and development Qualifications: <ul style="list-style-type: none">• Bachelor's degree preferred• Experience in sales consulting preferred• Experience in design or product development preferred To apply, please send resume to info@remedyhawaii.com.		

POSITION: Sales Account Manager	LOCATION: Honolulu, HI	COMPENSATION: Up to \$70,000 annually
DESCRIPTION: Reputable company in Honolulu seeking a full-time Sales Account Manager. Essential Duties & Responsibilities: <ul style="list-style-type: none">• Manage sales systems to ensure existing and target clients received consistent service• Visit clients on a regular basis in order to maintain contact and provide regular servicing• Work individually and as an active team member to help achieve department goals• Attend and participate in sales and commercial meetings• Responsible for supporting existing client base, while also initiating new business with target clients Qualifications: <ul style="list-style-type: none">• Three (3) to five (5) years prior work experience in sales, marketing, public relations• Must have a strong sales background• Real Estate sales background and/or completed Hawaii real estate licensing course helpful To apply, please send resume to info@remedyhawaii.com.		

POSITION: Sales Account Manager	LOCATION: Honolulu, HI	COMPENSATION: \$48,000
DESCRIPTION: Local technology company seeking a full-time Sales Account Manager. Job Duties: <ul style="list-style-type: none">• Build relationships with clients to grow business• Generate and understand reporting in the technology industry• Communicate products and services accurately with clients• Provide strategic technological advice to clients Qualifications: <ul style="list-style-type: none">• Bachelor's degree preferred• 2 years experience in IT sales required• Possesses good communication and technical skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Visual and Merchandising Associate (UNIQLO)	LOCATION: Honolulu, HI	COMPENSATION: \$12.50 per hour
DESCRIPTION: NOW HIRING - FULL TIME/PART TIME VISUAL AND MERCHANDISING ASSOCIATES! UNIQLO is opening their first store in Honolulu, Hawaii. Seeking friendly, high energy, customer oriented and fashion forward individuals! Looking to immediately hire Visual and Merchandising Associates for various full-time and part-time shifts! Training will be provided. Key Responsibilities: <ul style="list-style-type: none">• Support the Visual and Merchandising Supervisor with designing floor sets and displays to maximize sales• Support with the design and execution of eye catching displays to draw customers to clothes and products• Provide excellent customer service• Process payment transactions using a Point of Sale (POS) System• Stay up-to-date with company's brand, products and any current store promotions and/or advertisements• Maintain the store's cleanliness• Replenish floor stock as needed Qualifications: <ul style="list-style-type: none">• High School Diploma or equivalent required• Excellent customer service and communication skills• Ability to work a flexible schedule (including evenings and weekends)• Previous retail experience preferred, but not required• Visual and Merchandising experience preferred DIRECT HIRE POSITIONS WITH VARIOUS SCHEDULES AVAILABLE. Apply today! To apply, please send resume to info@remedyhawaii.com.		

POSITION: Visual and Merchandising Supervisor In-Training (UNIQLO)	LOCATION: Honolulu, HI	COMPENSATION: \$15 per hour
DESCRIPTION: NOW HIRING – VISUAL AND MERCHANDISING SUPERVISOR IN-TRAINING POSITIONS! UNIQLO is opening their first store in Honolulu, Hawaii. Seeking friendly, high energy, customer oriented and fashion forward individuals! Training will be provided. Key Responsibilities: <ul style="list-style-type: none">• Design and execute floor sets and displays to maximize sales• Design and execute eye catching displays to draw customers to clothes and products• Handle all basic store operations according to company's code of conduct• Train and supervise Visual and Merchandising Associates on a daily basis• Provide excellent customer service• Process payment transactions using a Point of Sale (POS) System• Stay up-to-date with company's brand, products and any current store promotions and/or advertisements Qualifications: <ul style="list-style-type: none">• High School Diploma or equivalent required• Excellent customer service and communication skills• Ability to work a flexible schedule (including evenings and weekends)• Previous retail experience, preferably in a supervisory capacity• Visual and Merchandising experience preferred DIRECT HIRE POSITIONS WITH VARIOUS SCHEDULES AVAILABLE. Apply today! To apply, please send resume to info@remedyhawaii.com.		

Warehouse

POSITION: Food Safety Supervisor	LOCATION: Honolulu, HI	COMPENSATION: Up to \$40,000 annually
DESCRIPTION: Local food distributor seeking a Food Safety Supervisor to join their team to ensure the warehouse and deliveries are compliant with food safety guidelines. Job Duties: <ul style="list-style-type: none">• Oversee Food Safety and Sanitation departments• Ensures overall operations are ready for audits and inspections• Ensures daily and weekly sanitation and maintenance work is complete• Coordinates all daily sanitation activities for daily operations• Implements procedures for food safety guidelines and pest control• Train and develop team to create an efficient and compliant work center• Maintains accurate records for food safety logs Qualifications: <ul style="list-style-type: none">• Food Safety/HACCP training experience preferred• Bachelor's degree preferred• Proficient in Microsoft Office• Strong written and verbal communication skills• 2 years of supervisory experience preferred To apply, please send resume to info@remedyhawaii.com.		