



1003 Bishop Street, Suite 1477
Honolulu, HI 96813

Current Job Openings

Effective as of January 11, 2018

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

Open Positions

(Click a title to view or scroll down)

- | | |
|---|---|
| Accounting Clerk | Help Desk Support Specialist |
| Accounting Support | HR Assistant |
| Administrative Assistant | IT & Services Coordinator |
| Administrative Assistant | IT Support Specialist |
| Administrative Assistant | Legal Secretary (Real Estate) |
| Administrative Assistant | Litigation Legal Secretary |
| Administrative Assistant | Marketing Coordinator |
| Administrative Assistant (Finance) | Program Assistant |
| Administrative Assistant to Chief Development Officer | Property Coordinator |
| Applications Clerk | Real Estate Administrator |
| Call Center Representative | Receptionist |
| Claims Examiner/Processor | Review Analyst |
| Communications Coordinator | Sales Account Manager |
| Credentialing Specialist | Senior Administrative Assistant |
| Customer Service Assistant | Senior Underwriter - Commercial |
| Data Entry Representative | Staff Accountant |
| Enrollment Specialist | Underwriter I |
| Executive Assistant | |

Browse by Job Category

(Click a category to view or scroll down)

[Accounting/Finance](#)

Page 3

[Administrative/Office](#)

Page 6

[Customer Service](#)

Page 16

[Human Resources](#)

Page 18

[Information Technology](#)

Page 19

[Insurance](#)

Page 21

[Law Office](#)

Page 25

[Marketing/Communications](#)

Page 26

[Sales](#)

Page 28

Accounting/Finance

POSITION: Accounting Clerk	LOCATION: Honolulu, HI	COMPENSATION: \$36,000 - \$40,000 annually
DESCRIPTION: Local reputable organization in Honolulu seeking a full-time Accounting Clerk. Essential Duties & Responsibilities: <ul style="list-style-type: none">• Prepare, process and maintain financial data• Create journal entries and record cash receipts• Review and validate banking activity• Prepare the outstanding check list• Assist with monthly general ledger duties• Perform filing and maintenance duties of above records Qualifications: <ul style="list-style-type: none">• 2+ years of experience in basic accounting and data entry• Experience with PDI accounting software preferred• Accounting degree preferred• Proficient with PC-based computer systems and Microsoft Office applications Bus pass or partial parking compensation provided. To apply, please send resume to info@remedyhawaii.com.		

POSITION: Accounting Support	LOCATION: Waipahu, HI	COMPENSATION: \$40,000+ depending on experience
DESCRIPTION: Local company on Leeward side seeking accounting support. Essential Duties and Responsibilities: <ul style="list-style-type: none">• Prepare monthly billings for various clients• Ensure accurate and timely processing of Accounts Payable invoices• Record Accounts Receivable activities and manage AR components• Reconcile general ledger accounts• Generate monthly reports• Maintain accurate records system Qualifications: <ul style="list-style-type: none">• Bachelor's Degree in Accounting• 3+ years of Accounting work experience• Familiar with General Ledger, Accounts Payable and Accounts Receivable• Proficient in Microsoft Office, especially Excel• Experience with Accounting software, preferably Deltek Vision 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.		

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 reputable organization seeking an Administrative Assistant to perform a variety of administrative functions. Primary Duties: <ul style="list-style-type: none">• Coordinate meetings and schedules• Take notes and report on meetings as needed• Review and monitor proposal and contractual information• Prepare necessary reports/spreadsheets• Perform data entry Qualifications: <ul style="list-style-type: none">• Excellent computer skills, specifically MS Excel, Word and PowerPoint• Previous administrative work experience required• Strong organizational skills• Excellent written and verbal communication skills Hours: Monday – Friday, 6am – 2:30pm 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: \$40,000 - \$45,000 annually
DESCRIPTION: Large local company in Honolulu seeking an Administrative Assistant. Essential Duties & Responsibilities: <ul style="list-style-type: none">• Manage front desk operations (greet visitors, provide customer service, accept deliveries, etc.)• Answer telephone calls and relay messages• Run postal errands• Assist with travel arrangements• Maintain conference rooms and assist with conference preparations• Work closely with Executive Assistants• Additional duties as requested Qualifications: <ul style="list-style-type: none">• 3+ years of administrative work experience• Ability to multi-task and meet deadlines• Proficient with computers and office equipment (copiers, fax machines, etc.) Parking is provided. To apply, please send resume to info@remedyhawaii.com.		

POSITION: Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$16-18 per hour
DESCRIPTION: Large local company in Honolulu seeking a full-time Administrative Assistant. Hours: Monday – Friday, 8am – 5pm Essential Job Duties & Responsibilities: <ul style="list-style-type: none">• Load and download documents from Microsoft SharePoint• Schedule meetings and reserve rooms• Print documents• Perform data entry• Create spreadsheets• Draft presentations• Additional administrative support duties as needed Qualifications: <ul style="list-style-type: none">• Proficient in Microsoft Office Suite, including SharePoint and Access• Accurate data entry skills• Previous administrative work experience preferred To apply, please send resume to info@remedyhawaii.com.		

POSITION: Administrative Assistant (Finance)	LOCATION: Waikiki, HI	COMPENSATION: Up to \$40,000 annually, based on experience
DESCRIPTION: Looking for an Administrative Assistant to join a large local company. Responsibilities: <ul style="list-style-type: none">• Provide administrative assistance to senior executive.• Maintains all calendar, schedules and coordinate all meetings as directed.• Process and reconcile purchasing card and bank reconciliations.• Assist with payroll processing, accounts payable, accounts receivable, monthly entries, filing and inventory.• Establishes and maintains contract files for administrative-related contracts.• Research, draft, prepares, and finalizes all travel- related forms and arrangements.• Performs other duties as assigned. Qualifications: <ul style="list-style-type: none">• Must be familiar with general accounting principles.• Be able to read, comprehend, and apply written or oral direction.• Strong use of proper grammar, punctuations and spelling.• Maintain effective working relationships with others.• Proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Lotus Notes. Education: <ul style="list-style-type: none">• Bachelor’s degree from an accredited college with an emphasis in accounting or other business-related field.• Experience may also be used as a substitute for education submit to review and approval. Parking is provided. To apply, please send resume to info@remedyhawaii.com.		

POSITION: Administrative Assistant to Chief Development Officer	LOCATION: Honolulu, HI	COMPENSATION: \$13-14 per hour
DESCRIPTION: Local organization in Honolulu seeking an Administrative Assistant for the Chief Development Officer. Job Duties: <ul style="list-style-type: none">• Schedule appointments and coordinate travel plans• Prepare agendas and reports• Take meeting minutes• Manage telephone and electronic communications• Maintain files and records• Assist with the planning and execution of events as needed Qualifications: <ul style="list-style-type: none">• Bachelor's Degree• 3+ years of administrative work experience• Valid Driver's License and clean driving record• Proficient with MS Office programs To apply, please send resume to info@remedyhawaii.com.		

POSITION: Credentialing Specialist	LOCATION: Honolulu, HI	COMPENSATION:
DESCRIPTION: Local medical organization in Honolulu seeking a Credentialing Specialist. Essential Job Duties: <ul style="list-style-type: none">• Act as customer service liaison between departments, physicians and their staff• Understand, verify, and communicate credentialing requirements and activities• Provide follow-up to inquiries from both external and internal sources• Maintain confidentiality of information and keep accurate records Qualifications: <ul style="list-style-type: none">• Proficient in MS Office Suite• Previous medical insurance preferred 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: Executive Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$50,000 annually
DESCRIPTION: Local reputable company in Honolulu seeking Executive Assistant. Essential Duties: <ul style="list-style-type: none">• Coordinate/schedule all meetings and appointments• Schedule travel arrangements (airline tickets, hotel and car reservations, etc.)• Handle all mail and correspondence• Attend meetings and take minutes/notes• Miscellaneous administrative tasks, such as filing, faxing, printing, reporting, and copying• Run business/personal errands Qualifications: <ul style="list-style-type: none">• Must have at least 10 years of Executive Assistant experience• Able to multi-task and work under pressure• Proficient with Microsoft Office• Strong written and verbal communication skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Program Assistant	LOCATION: Downtown Honolulu	COMPENSATION: \$17 per hour
DESCRIPTION: Large local company in Downtown Honolulu seeking a Program Assistant to provide administrative support for their Community Relations department. Primary duties: <ul style="list-style-type: none">• Utilize specialized database/software• Receive, review, and organize donation requests• Prepare status reports and budget updates• Ensure proper document management and record-keeping• Work closely with the Assistant Manager and provide additional support as needed Qualifications: <ul style="list-style-type: none">• Excellent computer skills• Attention to detail and ability to handle multiple tasks• Strong writing and organizational skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Property Coordinator	LOCATION: Honolulu, HI	COMPENSATION: \$14-17 per hour
DESCRIPTION: Local property management company in Honolulu seeking a full-time Property Coordinator. Essential Duties: <ul style="list-style-type: none">• Schedule appointments and travel arrangements• Answer phone calls and provide customer service• Administer the properties' accounting and payroll functions• Assist in the collection of rent• Route incoming mail• Report to Property Manager and provide additional clerical support as needed Qualifications: <ul style="list-style-type: none">• Background in real estate/property management preferred• Able to meet deadlines and work in a fast-paced environment• Highly organized and detail-oriented To apply, please send resume to info@remedyhawaii.com.		

POSITION: Real Estate Administrator	LOCATION: Honolulu, HI	COMPENSATION: \$20+ per hour, depending on experience
DESCRIPTION: Large financial institution seeking a full-time Real Estate Administrator. Job Duties: <ul style="list-style-type: none">• Review leases• Prepare lease summary worksheets• Transfer data to new real estate management system• Input lease information into new system• Perform data entry and other administrative tasks as needed Qualifications: <ul style="list-style-type: none">• Commercial real estate lease administration or real estate software experience• Proficient in Microsoft Office• Preferred working experience of Yardi and Lease Harbor software• Detail-oriented and accurate To apply, please send resume to info@remedyhawaii.com.		

POSITION: Receptionist	LOCATION: Kailua, HI	COMPENSATION: \$13 per hour
DESCRIPTION: Local reputable company in Kailua seeking a full-time Receptionist. Duties: <ul style="list-style-type: none">• Greeting visitors• Taking phone calls• Mail sorting• Correspondence and memos• Calendaring• Data entry/data management• Other general administrative duties Requirements: <ul style="list-style-type: none">• 1-2 years of administrative office experience• Excellent verbal and written communication skills• Excellent customer service skills• Strong ability to multi-task and maintain high level of professionalism• Proficient with computer and phone systems To apply, please send resume to info@remedyhawaii.com.		

POSITION: Senior Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$16 per hour
DESCRIPTION: Local insurance company seeking a full-time Senior Admin Assistant Essential Job Duties: <ul style="list-style-type: none">• Prepare specialized department reports• Handle check requests• Coordinate travel and process W-9• Review and prepare claims control reports for compliance• Maintain department records• Additional administrative duties as needed Qualifications: <ul style="list-style-type: none">• Bachelor's degree and 3+ years of office experience• Proficient in Microsoft Office• Insurance 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 Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$30,000 - \$34,000 annually
DESCRIPTION: Local insurance company seeking an experienced Customer Service Assistant to assist with servicing clients. 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.		

Human Resources

POSITION: Applications Clerk	LOCATION: Honolulu, HI	COMPENSATION: \$15-16 per hour
DESCRIPTION: Local organization in Honolulu seeking an Applications Clerk. Primary duties: <ul style="list-style-type: none">• Provide program information or status inquiries to applicants• Review and analyze application information• Interpret and verify documentation• Assist applicants through the application process• Document all interactions and follow-up when needed Qualifications: <ul style="list-style-type: none">• Strong customer service skills• Demonstrates sound judgment• Must adhere to confidentiality policies• Organized and strong attention to detail To apply, please send resume to info@remedyhawaii.com.		

POSITION: HR Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$15-18 per hour
DESCRIPTION: Local office seeking a Human Resources Assistant to provide support for the HR Manager. Primary duties: <ul style="list-style-type: none">• Manage and organize HR records• Write and edit HR generated documents• Document HR processes• Maintain an updated HR calendar• Other HR and administrative duties as needed Qualifications: <ul style="list-style-type: none">• Associate's degree in Business or Human Resources preferred• At least 2 years of HR experience• Familiar with ADP and/or Ceridian or similar payroll systems• Strong writing and proofreading skills• Proficient with Microsoft Office To apply, please send resume to info@remedyhawaii.com.		

Information Technology

POSITION: IT & Services Coordinator	LOCATION: Honolulu, HI	COMPENSATION: \$17-20 per hour
DESCRIPTION: Large local company in Honolulu seeking a full-time IT & Services Coordinator. Essential Duties & Responsibilities: <ul style="list-style-type: none">• Procurement and contract management• Provide regular reporting and technical facilitation• Assist with day-to-day management of information systems• Additional IT projects as needed Qualifications: <ul style="list-style-type: none">• Working knowledge of information systems, telecommunications and workstation/PC technologies• Working knowledge of general accounting principles• Ability to learn new tools and products independently• Excellent customer service skills Hours: Monday – Friday, 8 a.m. – 5 p.m. To apply, please send resume to info@remedyhawaii.com .		

POSITION: IT Support Specialist	LOCATION: Honolulu, HI	COMPENSATION: \$16 per hour
DESCRIPTION: Local mechanical company seeking an Information Technology Support Specialist. Primary duties: <ul style="list-style-type: none">• Provide technical user support• Responsible for network communications• Maintain disaster backup/recovery plans• Maintain/repair servers, computer hardware and software, printers, etc.• Help support and train users• Documentation and reporting• Special projects as assigned Qualifications: <ul style="list-style-type: none">• Bachelor’s Degree from an accredited university• Excellent written and verbal communication skills• Research and understand the latest technology• Able to proactively identify and solve problems in a timely manner• Able to work flexible hours as required To apply, please send resume to info@remedyhawaii.com.		

POSITION: Help Desk Support Specialist	LOCATION: Honolulu, HI	COMPENSATION: \$15 per hour
DESCRIPTION: Local insurance company seeking a Help Desk Support Specialist. Primary Duties: <ul style="list-style-type: none">• Answer all Help Desk phone calls and emails• Create Help Desk tickets and accurately record details• Assist with the deployment of new desktop hardware and network printers• Assist with assembling new PCs• Other administrative duties as needed Qualifications: <ul style="list-style-type: none">• Working knowledge of PC hardware and software installation• Familiar with Windows 7 OS and Microsoft Office 2010• Excellent customer service skills• Familiar with Active Directory To apply, please send resume to info@remedyhawaii.com.		

Insurance

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: Senior Underwriter - Commercial	LOCATION: Honolulu, HI	COMPENSATION: Depending on Experience
DESCRIPTION: Responsibilities: <ul style="list-style-type: none">• Evaluate, select, classify, and rate each risk, establish the standards of coverage and amount of protection to be offered• Maintain a current knowledge of Corporate, regulatory, competitive, and territorial changes in all lines of business.• Participate in underwriting and producer reviews.• Analyze book of business and recommend improvements in underwriting and marketing within assigned territory/agencies.• Maintain all manuals and guidelines necessary to perform job functions. Qualifications: <ul style="list-style-type: none">• Strong knowledge and expertise of multi-line underwriting.• At least 3 to 4 years of experience in field.• Strong Knowledge and expertise in both Facultative and Treaty Reinsurance.• Strong track record in building book quality, in building exceptional producer relationships, and in managing internal product issues.• Demonstrated strong understanding of the industry, market conditions, and a broad knowledge of principal laws and regulations in territory assigned.• Good negotiation, presentation and sales skills.• Ability to train less experienced underwriters and support staff. Education and/or Experience <ul style="list-style-type: none">• Bachelor degree, advanced degree preferred.• 3 to 4 years or more technical experience in commercial lines property and casualty underwriting is required.• Previous sales experience preferred.• Must be willing to complete all training requirements.• Must remain current on insurance issues, coverages and other subjects pertaining to job performance. Licenses: <ul style="list-style-type: none">• Valid Hawaii Driver's License required. <p>To apply, please send resume to info@remedyhawaii.com.</p>		

POSITION: Underwriter I	LOCATION: Honolulu, HI	COMPENSATION: Depending on Experience
DESCRIPTION: Responsibilities: <ul style="list-style-type: none">• Evaluate, select, classify, and rate each risk, establish the standards of coverage and amount of protection to be offered• Maintain a current knowledge of Corporate, regulatory, competitive, and territorial changes in all lines of business.• Participate in underwriting and producer reviews.• Analyze book of business and recommend improvements in underwriting and marketing within assigned territory/agencies.• Maintain all manuals and guidelines necessary to perform job functions. Qualifications: <ul style="list-style-type: none">• Demonstrate basic understanding of the industry, market conditions, and a broad knowledge of principal laws and regulations in territory assigned.• Must have basic knowledge of multi-line risk underwriting.• At least 1 to 2 years of experience in field.• Basic knowledge in both Facultative and Treaty Reinsurance• Good negotiation and sales skills.• Basic knowledge of financial analysis.• Ability to train less experience underwriters and support staff. Education and/or Experience <ul style="list-style-type: none">• Bachelor degree• 1 to 2 years or more technical experience in commercial lines property and casualty underwriting is required.• Previous sales experience preferred.• Must be willing to complete all training requirements.• Must remain current on insurance issues, coverages and other subjects pertaining to job performance. Licenses <ul style="list-style-type: none">• Valid Hawaii Driver's License required. <p>To apply, please send resume to info@remedyhawaii.com.</p>		

POSITION: Review Analyst	LOCATION: Honolulu, HI	COMPENSATION: \$12-14 per hour
DESCRIPTION: Large local medical insurance provider located near Ala Moana seeking a full-time Review Analyst. Primary duties: <ul style="list-style-type: none">• Analyze, research and manage authorization requests for medical review• Interpret applicable medical policies, benefit guidelines, regulatory guidelines and department standards• Record necessary medical record information and request any missing information• Communicate with members and providers• Understand contractual and accreditation requirements• Other duties as needed Qualifications: <ul style="list-style-type: none">• Proficient with Microsoft Word and Outlook applications• Excellent customer service skills• Previous administrative work experience preferred• Strong computer and data entry skills To apply, please send resume to info@remedyhawaii.com.		

Law Office

POSITION: Legal Secretary (Real Estate)	LOCATION: Honolulu, HI	COMPENSATION: \$40,000 - \$50,000 annually
DESCRIPTION: Seeking a Legal Assistant/Secretary for a local law firm. 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.		

Marketing/Communications

POSITION: Communications Coordinator	LOCATION: Honolulu, HI	COMPENSATION: \$45,000 - \$55,000 annually
DESCRIPTION: Local organization in Honolulu seeking a full-time Communications Coordinator. Essential Duties & Responsibilities: <ul style="list-style-type: none">• Provide the Director of Communications with media assistance, legislative coordination, scheduling, etc.• Oversee the website and digital app maintenance• Prepare outreach and marketing materials• Support monitoring and evaluation of programs, products and strategic plan• Maintain database of program data and reports Qualifications: <ul style="list-style-type: none">• Bachelor's Degree in Communications, Business, Research, Social Science, Tourism, or related field• 5+ years of work experience in travel industry management, business administration, communications, public relations or related field• Proficient with technology and office equipment (copiers, printers, etc.) To apply, please send resume to info@remedyhawaii.com.		

POSITION: Marketing Coordinator	LOCATION: Honolulu, HI	COMPENSATION: \$18-20 per hour
DESCRIPTION: Local organization in Honolulu seeking a full-time Marketing Coordinator. Essential Duties & Responsibilities: <ul style="list-style-type: none">• Content creation, copy writing and editing of the monthly newsletter• Maintain updated social media presence• Create marketing materials such as event announcements, posters, brochures, etc.• Responsible for website management and online marketing• Take photos at major events and maintain photo database• Provide administrative support as needed Qualifications: <ul style="list-style-type: none">• Bachelor's degree, preferably in marketing or communications• 1-3 years of relevant work experience• Proficient in Adobe Photoshop, Illustrator, InDesign, MS Office, website design, etc.• Exceptional telephone etiquette and customer service skills• DSLR photography experience a plus• Creative writing skills and an understanding of online marketing To apply, please send resume to info@remedyhawaii.com.		

Sales

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 provider 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.		