



1003 Bishop Street, Suite 1477  
Honolulu, HI 96813

## Current Job Openings

Effective as of October 12, 2018

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[Accounting Assistant](#)

[Accounting Clerk](#)

[Accounting/Finance Assistant](#)

[Administrative Assistant](#)

[Administrative Assistant](#)

[Administrative Assistant](#)

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[Administrative Assistant](#)

[Assistant Restaurant Manager](#)

[Benefits Coordinator](#)

[Bilingual Sales Associate](#)

[Call Center Representative](#)

[Civil/CAD Engineer](#)

[Claims Examiner/Processor](#)

[Customer Service Associate](#)

[Customer Service Representative](#)

[Customer Service Specialist](#)

[Data Entry Representative](#)

[Enrollment Specialist](#)

[Escrow Officer](#)

[HR/Accounting Assistant](#)

[HR Administrative Assistant](#)

[HR Administrative Assistant](#)

[Insurance Consultant](#)

[IT Programmer](#)

[IT Systems Administrator](#)

[Kitchen Manager](#)

[Merchandising/Category Manager](#)

[Part-Time Administrative Assistant](#)

[Part-Time Dispatch Administrator](#)

[Part-Time Marketing/Events Coordinator](#)

[Payroll Accountant](#)

[Project Engineer](#)

[Property Coordinator](#)

[Restaurant Manager](#)

[Retail Sales Associate \(UNIQLQ\)](#)

[Senior Accountant](#)

[Senior Accountant](#)

[Senior Administrative Assistant \(Part-Time\)](#)

[Senior Litigation Secretary](#)

[Staff Accountant](#)

[Supervisor In-Training \(UNIQLQ\)](#)

[Teller](#)

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## Accounting/Finance

<b>POSITION:</b> Accounting Assistant	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$15-17 per hour
<b>DESCRIPTION:</b> Local construction and development organization in Honolulu seeking an Accounting Assistant.  Job Duties: <ul style="list-style-type: none"><li>• Assist with all accounting duties (accounts payable, payroll, etc.)</li><li>• Prepare, maintain and analyze accounting records on a timely basis</li><li>• Perform data entry</li><li>• Clerical duties as needed</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Previous accounting experience</li><li>• Proficient in Microsoft Excel</li><li>• Strong data entry skills</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

<b>POSITION:</b> Accounting Clerk	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$17-19 per hour
<b>DESCRIPTION:</b> Local company seeking an Accounting Clerk to perform a variety of general accounting support tasks.  Job Duties: <ul style="list-style-type: none"><li>• Reconcile various general ledger accounts</li><li>• Prepare journal entries, financial reports and spreadsheets</li><li>• Maintain ongoing audit work papers and account analyses</li><li>• Daily account balancing and other branch transactions</li><li>• Additional clerical duties as needed</li></ul> Qualifications: <ul style="list-style-type: none"><li>• 1-3 years of accounting work experience</li><li>• Proficient with Microsoft Office and 10-key</li><li>• Accounting degree preferred</li><li>• Strong attention to detail and accuracy</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

<b>POSITION:</b> Accounting/Finance Assistant	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$18-22 per hour
<b>DESCRIPTION:</b> Large local company looking for a Finance/Accounting Assistant.  Job Duties: <ul style="list-style-type: none"><li>• Bank reconciliations</li><li>• GL account reconciliations</li><li>• Prepare and post GL entries</li><li>• Retrieve and print reports</li></ul> Qualifications: <ul style="list-style-type: none"><li>• 2 years of experience in accounting</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

<b>POSITION:</b> Payroll Accountant	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$45,000-50,000 annually, depending on experience
<b>DESCRIPTION:</b> Large medical organization in Honolulu seeking a full-time Payroll Accountant.  Job Duties: <ul style="list-style-type: none"><li>• Prepare and process general ledger inquiries</li><li>• Provide support to the payroll department in all aspects</li><li>• Investigates and interprets payroll inquiries</li><li>• Assists with month and year end close processes</li><li>• Completes journal entry processing approval and coding</li><li>• Support overall payroll &amp; accounting goals and objectives</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Bachelor's degree in Business, Accounting, Finance or 5+ years experience in accounting</li><li>• In addition to degree, 2+ years of accounting experience</li><li>• Knowledge of GAAP</li><li>• Must be proficient in MS Suite and have excellent written/verbal communication skills</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

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

<b>POSITION:</b> Senior Accountant	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$50,000-\$60,000 annually
<b>DESCRIPTION:</b> Local company looking for Accountant to join their team.  Essential Duties: <ul style="list-style-type: none"><li>• Prepare financial statements and record transactions</li><li>• Check registers and other client documents</li><li>• Prepare and record journal entries</li><li>• Reconcile financial statement accounts</li><li>• Prepare updated financial statements on a monthly/quarterly/annual basis, including supplementary information</li><li>• Prepare individual, partnership, corporation, trust and state tax returns</li><li>• Research and create additional business metrics as needed</li><li>• Manage vendor payments and cash receipts</li><li>• Track and maintain accurate inventory records</li><li>• Assist the Director of Finance and CEO with budgeting process</li><li>• Additional duties as required</li></ul> Qualifications: <ul style="list-style-type: none"><li>• 4 year accounting of finance degree</li><li>• 3+ years in accounting field with some supervisory experience</li><li>• Able to handle multiple projects and complete assigned tasks</li><li>• Must be proficient in MS Office and have experience with QuickBooks</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

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

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



## Administrative/Office

<b>POSITION:</b> Account Administrative Assistant	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$35,000-40,000 depending on experience
<b>DESCRIPTION:</b> Reputable company located in Honolulu seeking an Administrative Assistant for their Sales team to consult with customers to recognize their ideas for their projects.  Job Duties: <ul style="list-style-type: none"><li>• Build relationships with customers</li><li>• Design models that to the customer's ideas</li><li>• Possess customer service skills to execute the customer's vision</li><li>• Know how to sell services to new customers to focus on business growth and development</li><li>• Coordinate schedules</li><li>• Answer phones</li><li>• Maintain filing system</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Bachelor's degree preferred</li><li>• Experience in marketing preferred</li><li>• 5+ years of experience in customer service preferred</li><li>• Proficient in Microsoft Office required</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

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

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

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

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

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

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

<b>POSITION:</b> Administrative Assistant	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$18 per hour
<b>DESCRIPTION:</b> Large local company in Honolulu seeking an Administrative Assistant.		
<b>ESSENTIAL RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>• Manage front desk operations (greet visitors, provide customer service, accept deliveries, etc.)</li><li>• Answer telephone calls and relay messages</li><li>• Run postal errands</li><li>• Assist with travel arrangements</li><li>• Maintain conference rooms and assist with conference preparations</li><li>• Work closely with Executive Assistant</li><li>• Additional duties as requested</li></ul>		
<b>Skills and Knowledge:</b> <ul style="list-style-type: none"><li>• 2+ years of administrative work experience</li><li>• Ability to multi-task and meet deadlines</li><li>• Proficient with computers and office equipment (copiers, fax machines, etc.)</li></ul>		
<b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

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

<b>POSITION:</b> Administrative Assistant	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$35,000-40,000 annually, depending on experience
<b>DESCRIPTION:</b> Reputable company located in Honolulu seeking an Administrative Assistant for their Sales team to consult with customers to recognize their ideas for their projects.  Duties: <ul style="list-style-type: none"><li>• Build relationships with customers</li><li>• Design models that to the customer's ideas</li><li>• Possess customer service skills to execute the customer's vision</li><li>• Know how to sell services to new customers to focus on business growth and development</li><li>• Coordinate schedules</li><li>• Answer phones</li><li>• Maintain filing system</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Bachelor's degree preferred</li><li>• Experience in marketing preferred</li><li>• 5+ years of experience in customer service preferred</li><li>• Proficient in Microsoft Office required</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

<b>POSITION:</b> Benefits Coordinator	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$15-17, depending on experience
<b>DESCRIPTION:</b> Seeking a full-time Benefits Coordinator to assist with retirement benefits.  Duties: <ul style="list-style-type: none"><li>• Assist members with daily transactions</li><li>• Coordinate 401(k) education meetings</li><li>• Prepare reports and assist auditor with annual audit</li><li>• Maintain accurate member records</li><li>• Provide customer service</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Excellent communication and customer service skills</li><li>• Benefits experience preferred</li><li>• Able to multi-task</li><li>• Proficient with Microsoft Office</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

<b>POSITION:</b> Data Entry Representative	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$12-14 per hour
<b>DESCRIPTION:</b> 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"><li>• Assist staff with data entry</li><li>• Scanning and uploading documents into network databases</li><li>• Accurately entering all data and information</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Strong typing and data entry skills</li><li>• Previous medical office experience preferred</li><li>• Accurate and detail-oriented</li><li>• Proficient with Windows Operating system and Microsoft Office applications</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		



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

<b>POSITION:</b> Part-Time Administrative Assistant	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$15-17 per hour
<b>DESCRIPTION:</b> Local company seeking a Part-Time Administrative Assistant to join their team.  Job Duties: <ul style="list-style-type: none"><li>• Following up on emails</li><li>• Copying and scanning documents</li><li>• Maintaining filing system</li><li>• Generating, tracking, and maintaining logs and spreadsheets</li><li>• Preparing presentations</li><li>• Accurately gathers and enters data into databases</li><li>• Additional duties as assigned</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Proficient in Microsoft Office required</li><li>• High school degree or equivalent required</li><li>• 2 years administrative experience preferred</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

<b>POSITION:</b> Part-Time Dispatch Administrator	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$15-17 per hour
<b>DESCRIPTION:</b> Local company seeking a Part-Time Dispatch Administrator to Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business.  Job Duties: <ul style="list-style-type: none"><li>• Schedule and dispatch workers, work crews, equipment, or service vehicles to appropriate locations according to customer requests, specifications, or needs, using radios or telephones</li><li>• Arrange for necessary repairs in order to restore service and schedules</li><li>• Prepare daily work and run schedules</li><li>• Monitor personnel and/or equipment locations and utilization in order to coordinate service and schedules</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Proficient in Microsoft Office required</li><li>• High school degree or equivalent required</li><li>• 2 years administrative experience preferred</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

<b>POSITION:</b> Senior Administrative Assistant (Part-Time)	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$18-19 per hour DOE
<b>DESCRIPTION:</b> Reputable company seeking a part-time Executive Assistant to join their team!  Job Duties: <ul style="list-style-type: none"><li>• Prepare documents, correspondence, and reports as necessary</li><li>• Assist in meeting preparations including preparing agendas</li><li>• Cultivate positive, professional relationships with tenants, vendors, volunteer organizations and all contacts</li><li>• Coordinate travel arrangements for staff</li><li>• Schedule appointments for management as necessary</li><li>• Assist Marketing Director with promotions</li><li>• Maintain a multi-line phone system</li><li>• Keep abreast of office procedures, special events, and management activities</li><li>• Maintain inventory of office supplies</li><li>• Ensure office is neat and organized for visitors</li><li>• Manage all refreshments in office</li><li>• Take care of all visitor complaints and refer the complaints to management</li><li>• Clerical duties within job scope</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Bachelor's degree preferred</li><li>• 5+ years of administrative experience required</li><li>• Possesses great communication skills</li><li>• Proficient in Microsoft Office</li></ul> Hours: Mon-Fri 8:30AM-2PM  Parking provided  <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

## Customer Service

<b>POSITION:</b> Assistant Restaurant Manager	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$48,000 - \$58,000 annually
<b>DESCRIPTION:</b> Reputable local restaurant looking for Assistant Restaurant Manager to join their team.  Training will be at various locations on Oahu.  Primary duties: <ul style="list-style-type: none"><li>• Direct, manager and supervise all subordinates for optimum efficiency and profitability.</li><li>• Collaborate with Manager for maximized operational profitability.</li><li>• Assist GM to develop and/or revise annual and monthly budgets and forecast.</li><li>• Maintain constant and up-to-date communications with appropriate personnel.</li><li>• Managing, coaching and directing employees to adhere to company standards and provide excellent customer service.</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Must have flexible scheduling availability</li><li>• At least two years of food service or managerial experience preferred</li><li>• Requires lifting and carrying equipment and inventories up to 60 pounds.</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

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

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

<b>POSITION:</b> Customer Service Representative	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$12 per hour
<b>DESCRIPTION:</b> Local non-profit organization seeking a detail-oriented Customer Service Specialist to join their team.  Primary duties: <ul style="list-style-type: none"><li>• Answer phones in a courteous manner</li><li>• Maintain and update appointments report</li><li>• Maintaining filing system</li><li>• Data entry and processing</li><li>• Communicating with vendors</li><li>• Additional clerical duties as needed</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Strong attention to detail</li><li>• Able to communicate professionally over the phone</li><li>• Able to work in a fast-paced environment</li><li>• Strong computer and typing skills</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

<b>POSITION:</b> Customer Service Specialist	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$16 per hour
<b>DESCRIPTION:</b> Local mechanical company seeking an experienced Customer Service Specialist to assist with timely and accurate renewal of insurance programs.  Primary duties: <ul style="list-style-type: none"><li>• Attracts potential customers by answering product and service questions; suggesting information about other products and services.</li><li>• Opens customer accounts by recording account information.</li><li>• Maintains customer records by updating account information.</li><li>• Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Previous customer service experience</li><li>• Insurance industry experience preferred</li><li>• Strong communication skills</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

<b>POSITION:</b> Kitchen Manager	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$48,000-\$58,000 annually, depending on experience
<b>DESCRIPTION:</b> Large, reputable restaurant group looking for Kitchen Manager. Training will be at various stores around Oahu.  Primary duties: <ul style="list-style-type: none"><li>• Manages all shifts including daily decision making, staff support, scheduling, planning while upholding standards and product quality and cleanliness.</li><li>• Must have experience with high volume restaurants.</li><li>• Provides direction to employees regarding operational and procedural issues.</li><li>• Familiar with Hawaii's BOH industry.</li><li>• Strong leadership skills requires for this position.</li><li>• Develops back of the house employee through training and shift meetings.</li><li>• Ensures restaurant has adequate inventory of necessary food items to support business.</li><li>• Must have advance knowledge of food preparation.</li><li>• Must have the ability to pay attention to detail in a fast-pace environment, handle multiple tasks and have a high level of patience.</li></ul>		



- Position requires extensive interaction with the public and all levels of employees both within and outside organization.

**Required Skills:**

- Minimum of three years of experience in varied kitchen positions with progressive leadership and management roles.
- Excellent verbal communication and analytical skills required.
- Must be able to lift up to 50 pounds.
- Understanding proper use and maintenance of kitchen equipment and food preparation.

To apply, please send resume to [info@remedyhawaii.com](mailto:info@remedyhawaii.com).

<b>POSITION:</b> Restaurant Manager	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$55,000 annually
<b>DESCRIPTION:</b> A well-known restaurant in Waikiki is looking for a restaurant manager to join their team.  Primary duties: <ul style="list-style-type: none"><li>• Overseeing all guest services and communications</li><li>• Opening and closing duties for the restaurant including running all daily reports</li><li>• Handling any guest issues and taking corrective action</li><li>• Maintaining positive work environment for all staff</li><li>• Ensuring maintenance of all equipment and safety procedures</li><li>• Recruiting and hiring for all front of the house staff members</li><li>• Overseeing staff schedules and inputting hours for payroll</li><li>• Assisting with menu development and overseeing various food and beverage programs</li><li>• Coordinating manager meetings</li></ul> Required Skills: <ul style="list-style-type: none"><li>• Must have at least three years of food and beverage operations and management experience, ideally in fine dining</li><li>• Must have strong communication skills</li></ul>		

- Must be able to train and manage staff
- Must be able to lift 50 pounds
- Must have good guest relationship skills

To apply, please send resume to [info@remedyhawaii.com](mailto:info@remedyhawaii.com).

## Education

More opportunities coming soon!

## Engineering

<b>POSITION:</b> Civil/CAD Engineer	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> Depending on Experience
<b>DESCRIPTION:</b> Local construction company looking for Civil Engineer.  This individual would be responsible for: <ul style="list-style-type: none"><li>• Utility Design</li><li>• Preparation of Reports</li><li>• Materials Estimates</li></ul> Minimum Qualifications: <ul style="list-style-type: none"><li>• Bachelor's Degree in Civil Engineering</li><li>• Minimum 2 years experience in civil engineering or site development design</li><li>• Good verbal and written communication skills</li><li>• Proficient in MS Office</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

<b>POSITION:</b> Project Engineer	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> Depending on Experience
<b>DESCRIPTION:</b> Local company looking for Project Engineer!  This position would be responsible for: <ul style="list-style-type: none"><li>• Preparing reports</li><li>• Designs and material estimates</li><li>• Computation of information</li></ul> Requirements: <ul style="list-style-type: none"><li>• Must have previous AutoCAD experience.</li><li>• Bachelor's degree in Civil Engineering required.</li><li>• Must have several years of previous work experience</li><li>• Must have excellent communication skills</li></ul> Pay is flexible based on experience  <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

## Human Resources

<b>POSITION:</b> HR/Accounting Assistant	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$15-17 per hour DOE
<b>DESCRIPTION:</b> Non-Profit Organization in Honolulu seeking a full-time HR/Accounting Assistant.  Essential Duties & Responsibilities: <ul style="list-style-type: none"><li>• Assist with payroll processing</li><li>• Balance monthly payments with payroll records and general ledger</li><li>• Reconcile outstanding balances</li><li>• Assist in Benefits Plan administration</li><li>• Answer phone calls and a high volume of emails</li><li>• Additional administrative support as needed</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Ability to multi-task in a fast-paced environment</li><li>• Proficient in Microsoft Office</li><li>• Excellent phone etiquette and customer service skills</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

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

<b>POSITION:</b> HR Administrative Assistant	<b>LOCATION:</b> Aiea, HI	<b>COMPENSATION:</b> \$13-14 per hour
<b>DESCRIPTION:</b> Local company in need of an Administrative Assistant.  Job Duties: <ul style="list-style-type: none"><li>• Perform general administrative tasks, such as emailing, typing, scanning, copying and filing</li><li>• Create and audit excel spreadsheets</li><li>• Answer emails, phone calls, and faxes</li><li>• Generate reports</li><li>• Collect and accurately enters data into database</li><li>• Assist with all general projects within job scope</li></ul> Qualifications: <ul style="list-style-type: none"><li>• High school degree or equivalent required</li><li>• 2 years administrative experience preferred</li><li>• Must have strong MS Word, Excel, and Outlook skills</li><li>• Candidate must possess great communication skills</li><li>• HR experience highly preferred</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

## Information Technology (IT)

<b>POSITION:</b> IT Programmer	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$60,000-\$70,000 annually, depending on experience
<b>DESCRIPTION:</b> Large, reputable local company looking for an IT Programmer  Primary duties: <ul style="list-style-type: none"><li>• Resolve issues with live systems (code, configuration and infrastructure)</li><li>• Solve any architectural challenges</li><li>• Write clean, scalable, maintainable code in addition to working with a legacy code base</li><li>• Troubleshooting and testing the core product software and databases</li><li>• Develop new features as needed</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Bachelor’s degree in Information Technology</li><li>• 5+ years of relevant IT experience</li><li>• Understanding of tools and good knowledge of relational databases</li><li>• Must have experience and knowledge of object-oriented PHP programming</li><li>• Must have familiarity with SQL/NoSQL databases</li><li>• Must understand web fundamentals like HTML, JavaScript and CSS</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

<b>POSITION:</b> IT Systems Administrator	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$45,000-55,000 annually, depending on experience
<b>DESCRIPTION:</b> Large local company seeking a full-time IT Systems Administrator.  Primary duties: <ul style="list-style-type: none"><li>• Manage all support calls</li><li>• Hardware and software problems</li><li>• Network connectivity problems</li><li>• Email communication problems</li><li>• Microsoft application problems</li><li>• Manage all technical documentation</li><li>• Help support all IT vendor relationships</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Must have an Associate's degree or equivalent plus two years of work experience or Bachelor's degree in computer science or related field5+ years of relevant IT experience</li><li>• Ability to write reports, correspondence or manuals</li><li>• Requires more than basic knowledge of PC systems, software systems and some mainframe systems</li><li>• Experience with network and database management</li><li>• Microsoft Office applications (Outlook, Word, Excel, PowerPoint, Access, Front Page and Adobe Acrobat Pro.)</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		



## Marketing

<b>POSITION:</b> Part-Time Marketing/Events Coordinator	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$15 per hour
<b>DESCRIPTION:</b> Local company in Honolulu seeking a Part-Time Marketing/Events Coordinator to join their team!  Job Duties: <ul style="list-style-type: none"><li>• Calendar events for holidays and staff availability</li><li>• Coordinate schedules and update company website/social media</li><li>• Submit budget proposals for specific events</li><li>• Market and promote events to communicate to all staff</li><li>• Generate reports for budgets</li><li>• Administrative tasks around the office</li><li>• Take care of correspondence as necessary</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Bachelor's Degree in Marketing/Public Relations preferred</li><li>• Basic knowledge of marketing and advertising principles</li><li>• Must have valid Driver license and own vehicle</li><li>• Good written and verbal communication skills</li><li>• Works well under pressure</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

## Insurance

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

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

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

## Law Office

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

## Real Estate

<b>POSITION:</b> Property Coordinator	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$16-18 per hour
<b>DESCRIPTION:</b> Local property management company in Honolulu seeking a full-time Property Coordinator.  Job Duties: <ul style="list-style-type: none"><li>• Schedule appointments and travel arrangements</li><li>• Address all tenant requests and/or concerns</li><li>• Coordinates tenant events and giveaways</li><li>• Answer phone calls and provide customer service</li><li>• Administer the properties' accounting and payroll functions</li><li>• Assist in the collection of rent</li><li>• Route incoming mail</li><li>• Report to Property Manager and provide additional clerical support as needed</li></ul> Qualifications: <ul style="list-style-type: none"><li>• Background in real estate/property management required</li><li>• Able to meet deadlines and work in a fast-paced environment</li><li>• Highly organized and detail-oriented</li></ul> <b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

## Retail

<b>POSITION:</b> Bilingual Sales Associate	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$18 per hour + commission on every sale
<b>DESCRIPTION:</b> 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.		
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Bachelor's degree required</li> <li>• 2 years retail experience required</li> <li>• Candidate should possess passion for eye wear and luxury goods</li> </ul>		
<b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

<b>POSITION:</b> Merchandising/Category Manager	<b>LOCATION:</b> Honolulu, HI	<b>COMPENSATION:</b> \$50,000-\$65,000, depending on experience
<b>DESCRIPTION:</b> Large local company looking for a Merchandising/Category Manager.		
<b>Key Responsibilities:</b> <ul style="list-style-type: none"> <li>• Developing merchandise strategies for one specific category</li> <li>• Analyzing sales trends and develop various strategies for product sales including seasonal promotions</li> <li>• Achieve financial targets includes sales, gross margin and return on investment for products.</li> <li>• Assist with getting new products to market</li> <li>• Increasing the productivity of the product with the stores</li> <li>• Visit various company sites to evaluate merchandising plans.</li> <li>• Train store employees on product information</li> <li>• This position does require travel and occasional weekend work</li> </ul>		
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Must have a Bachelor's degree</li> <li>• Must have 3-5 years of retail industry experience.</li> <li>• Previous merchandising and buying experience is preferred.</li> </ul>		
<b>To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a>.</b>		

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

<b>POSITION:</b> Retail Sales Associate (UNIQLO)	<b>LOCATION:</b> Ala Moana	<b>COMPENSATION:</b> \$12.50 per hour
<b>DESCRIPTION:</b> 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.		
<b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>• Provide excellent customer service</li><li>• Process payment transactions using a Point of Sale (POS) System</li><li>• Stay up-to-date with company's brand, products and any current store promotions and/or advertisements</li><li>• Maintain the store's cleanliness</li><li>• Replenish floor stock as needed</li></ul>		
<b>Qualifications:</b> <ul style="list-style-type: none"><li>• Excellent customer service and communication skills</li><li>• Ability to work a flexible schedule (including evenings and weekends)</li><li>• Previous retail experience preferred, but not required</li></ul>		
DIRECT HIRE POSITIONS WITH VARIOUS PART-TIME AND FULL-TIME SCHEDULES AVAILABLE. Apply today!		
To apply, please send resume to <a href="mailto:info@remedyhawaii.com">info@remedyhawaii.com</a> .		



## Sales

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## Warehouse

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