



1003 Bishop Street, Suite 1477
Honolulu, HI 96813

Current Job Openings

Effective as of March 23, 2018

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

Open Positions

(Click a title to view or scroll down)

- | | |
|--|---|
| Accounting Manager | Escrow Servicing |
| Accounts Payable Clerk | Front Office Clerk |
| Administrative Assistant | Help Desk Support Specialist |
| Administrative Assistant | Human Resource Administrative Assistant |
| Administrative Assistant | Human Resources Coordinator |
| Administrative Assistant (Events) | Human Resources Specialist |
| Administrative Assistant (Finance) | Library Assistant |
| Administrative Customer Service Specialist | Litigation Legal Secretary |
| Administrative Specialist | Office Assistant |
| Art Education Coordinator | Online Communications Coordinator |
| Business Analyst | Property Coordinator |
| Call Center Representative | Public Relations Associate |
| Cannabis Trimmers and Packagers | Real Estate Administrator |
| Claims Examiner/Processor | Receptionist |
| Collector | Retail Sales Associate (UNIQLO) |
| Customer Service Agent | Sales Account Manager |
| Customer Service Supervisor | Senior Accountant |
| Data Entry Assistant | Senior Claims Associate |
| Data Entry Representative | Staff Accountant |
| Development Coordinator | Supervisor In-Training (UNIQLO) |
| Enrollment Specialist | Warehouse Supervisor |

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Accounting/Finance

POSITION: Accounting Manager	LOCATION: Honolulu, HI	COMPENSATION: \$65,000 - \$70,000 annually
DESCRIPTION: Long time kama'aina business in Honolulu seeking an Accounting Manager. This position would work with accounting team and be involved with all aspects of the accounting system. Duties: <ul style="list-style-type: none">• Maintain general ledger and reconcile balance sheet accounts• Process payroll and billing• Process job tickets and daily cash receipts• Assist in month end closing, annual budgeting and forecasting• Assist with accounts payable duties• Assist other departments in billing and customer account information• Prepare monthly financial statements• Maintain an organized filing system Qualifications: <ul style="list-style-type: none">• 5+ years of accounting experience preferred• Bachelor's degree in accounting preferred• Able to work in a team• Strong organizational skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Accounts Payable Clerk	LOCATION: Honolulu, HI	COMPENSATION: \$20 per hour
DESCRIPTION: Large local company in Honolulu seeking a full-time Accounts Payable Clerk. Essential Duties & Responsibilities: <ul style="list-style-type: none">• Obtain W-9 and W-8 forms in a timely manner• Maintain organized reports, payment records, account statements, etc.• Assist with General Ledger accounts and other accounting functions• Perform filing, scanning, and other clerical duties as needed Qualifications: <ul style="list-style-type: none">• Associates Degree in Accounting• 5+ years of accounts payable and general ledger experience• Oracle payable experience 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.		

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 (Events)	LOCATION: Honolulu, HI	COMPENSATION: \$15 per hour
DESCRIPTION: Premier events venue in Honolulu seeking a full-time Administrative Assistant. Essential Duties & Responsibilities: <ul style="list-style-type: none">• Responsible for booking reservations• Provide customer service in person and over the phone• Enter reservation information in database• Maintain updated database Qualifications: <ul style="list-style-type: none">• Excellent customer service skills• Organized and detail-oriented• Able to work in a professional office environment 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 Customer Service Specialist	LOCATION: Honolulu, HI	COMPENSATION: \$14-15 per hour
DESCRIPTION: Local mechanical company in Honolulu seeking a full-time Administrative Customer Service Specialist. Primary duties: <ul style="list-style-type: none">• Provide customer billing support and/or vendor payment support to management team• Prepare documents with proper coding and signatures• Data entry and file maintenance• Provide customer service through over the phone and/or written correspondence Qualifications: <ul style="list-style-type: none">• Associates Degree or higher• Previous construction and/or accounting experience• Strong customer service skills• Ability to prioritize and handle multiple tasks• Detail-oriented and accurate To apply, please send resume to info@remedyhawaii.com.		

POSITION: Administrative Specialist	LOCATION: Honolulu, HI	COMPENSATION: \$45,000-50,000
DESCRIPTION: Local company in Honolulu seeking an Administrative Specialist 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• 2 years Administrative experience• 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: Business Analyst	LOCATION: Honolulu, HI	COMPENSATION: \$25-30 per hour
DESCRIPTION: Local organization in Honolulu seeking a full-time employee to assist with a temporary project. Job Duties: <ul style="list-style-type: none">• Review organization policies and identify gaps and unclear policies• Analyze policy needs through interviews with managers and colleagues• Write and edit policies and procedures• Additional clerical work as needed Qualifications: <ul style="list-style-type: none">• Project management experience preferred• Attention to detail and strong analysis skills• Project Management certification not 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 Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$12 per hour
DESCRIPTION: Local organization in Honolulu seeking a full-time Data Entry Assistant Essential Duties & Responsibilities: <ul style="list-style-type: none">• Perform data entry and review• Create spreadsheets and documents• Filing, scanning, and organizing documents• Provide administrative support as needed Qualifications: <ul style="list-style-type: none">• Proficient in MS Office• Accurate data entry skills• Previous administrative work experience preferred Parking is provided. 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: Development Coordinator	LOCATION: Honolulu, HI	COMPENSATION: \$40,000 - \$50,000 annually
DESCRIPTION: Local non-profit organization seeking a full-time Development Coordinator. Essential Duties & Responsibilities: <ul style="list-style-type: none">• Oversee and manage logistics for special events (maintain budget, secure event permits, coordinate rental equipment, etc.)• Recruit, train and manage event volunteers• Manage various databases and update information• Manage event websites and assist with social media efforts• Create flyers and other marketing collateral as needed• Provide administrative and clerical support Qualifications: <ul style="list-style-type: none">• Working knowledge of Microsoft Office applications• Office administration skills (e.g., filing, typing, copying, telephone etiquette, etc.)• Previous event management experience and/or website maintenance/design skills preferred 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: Front Office Clerk	LOCATION: Honolulu, HI	COMPENSATION: \$30,000 - \$35,000 annually
DESCRIPTION: Local office building in Honolulu seeking a full-time Front Office Clerk. Schedule: Monday – Friday, 8 AM – 5 PM Essential Duties & Responsibilities: <ul style="list-style-type: none">• Input monthly rental and parking payments into Timberline software• Answer phones and direct calls to proper departments• Responsible for the scheduling and management of parking employees• Communicate with maintenance and security staff via radio system• Maintain the Visitor Sign-In logs and Conference Room Reservation books• Handle tenant concerns and maintenance phone calls• Replenish office supplies, parking supplies and postage meter funds as needed Qualifications: <ul style="list-style-type: none">• Proficient in MS Word, Excel, Timberline, ADP and Outlook• Strong customer service and communication skills• Previous office administration experience preferred Parking is provided. 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: Office Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$30,000 annually
DESCRIPTION: Local insurance office is seeking a full-time Office Assistant. Candidates should be familiar with most essential duties and responsibilities listed below. 1-2 years of previous office work experience is required. Schedule: Monday – Friday, 8am – 5pm Duties and Responsibilities <ul style="list-style-type: none">• Maintaining office efficiency by controlling office operations and procedure• Designing filing systems, monitoring clerical functions, and approving supply requests.• Answering phones, booking appointments for clients and calling clients to confirm appointments• Work directly with the office team to implement office policies• Assisting the CEO with scheduling, filing, and managing correspondence while maintaining a strict code of confidentiality• Performing transactions for client services• Greeting clients with a friendly smile and providing the highest standard of customer service Parking is provided. To apply, please send resume to info@remedyhawaii.com.		

POSITION: Online Communications Coordinator	LOCATION: Honolulu, HI	COMPENSATION: \$20-27 per hour
DESCRIPTION: Large reputable company located in Honolulu seeking a full-time Online Communications Coordinator. Schedule: Monday - Friday, 8 AM - 5 PM Essential Duties and Responsibilities: <ul style="list-style-type: none">• Oversee maintenance of website• Coordinate and proactively update content, design, layout and production• Develop new webpages, modify existing, and remove expired webpages as needed -Manage and maintain metatag information to improve Search Engine Optimization• Conduct User Acceptance Testing (UAT) for any changes to the website• Assist with graphic design projects Qualifications: <ul style="list-style-type: none">• Bachelor's Degree in Management Information Systems, Communications, Graphic Arts, Computer Science or a related field preferred• 2-5 years of experience in desktop publishing, online communications, web development, and/or HTML• Thorough knowledge of HMTL, CSS, various desktop publishing and photo manipulation software, and web design required• Working knowledge of still photography and photo editing To apply, please send resume to info@remedyhawaii.com.		

POSITION: Property Coordinator	LOCATION: Honolulu, HI	COMPENSATION: \$15-16 per hour
DESCRIPTION: Local property management company in Honolulu seeking a full-time Property Coordinator. Schedule: Monday – Friday, 7:30 a.m. – 4:30 p.m. Essential Duties: <ul style="list-style-type: none">• Address tenant requests or concerns• Answer phone calls and provide customer service• Administer the properties’ accounting and payroll functions• Plan and coordinate tenant events and giveaways• 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 Parking is provided. To apply, please send resume to info@remedyhawaii.com.		

POSITION: Public Relations Associate	LOCATION: Downtown Honolulu	COMPENSATION: \$40,000 - \$45,000 annually, depending on experience
DESCRIPTION: Large reputable company in Downtown Honolulu seeking a full-time Public Relations Associate. Essential Duties & Responsibilities: <ul style="list-style-type: none">• Draft and distribute press releases• Provide media relations support including preparation of media materials, reviewing media clips, and archiving print & online media• Assist Communications Director with media statements and public relations• Develop employee newsletter, announcements and other internal communication pieces• Maintain updated company websites and social media initiatives• Utilize specialized database/software to provide program assistance• Perform data entry and organize documents• Provide administrative support for department Qualifications: <ul style="list-style-type: none">• Bachelor’s Degree, preferably in communications, business or related field• 3-5 years of public relations or communications experience• Proficient MS Office skills and ability to learn specialized software• Ability to multi-task and meet deadlines• Strong interpersonal and communication skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Real Estate Administrator	LOCATION: Honolulu, HI	COMPENSATION: \$20-25 per hour
DESCRIPTION: Local banking institution in Honolulu seeking a full-time Real Estate Administrator. Essential Job Duties: <ul style="list-style-type: none">• Assist Corporate Real Estate team in reviewing and uploading pertinent real estate documents and records into new real estate management system• Oversee review of existing hard copy files and executing written protocol for records reduction for active properties• Manage the archiving of real estate records for closed properties• Provide other administrative assistance as needed as part of conversion and records management projects 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: Receptionist	LOCATION: Honolulu, HI	COMPENSATION: \$15-16 per hour
DESCRIPTION: Local construction office in Honolulu seeking a full-time Receptionist. Essential Duties & Responsibilities: <ul style="list-style-type: none">• Answer phones, direct calls, and take messages• Greet visitors and provide customer service• Handle and distribute incoming mail• Order office supplies as needed• Schedule meetings and travel arrangements• Maintain budget and expenses• Additional filing and clerical duties as needed Qualifications: <ul style="list-style-type: none">• Previous administrative work experience• Excellent customer service skills• Ability to prioritize multiple tasks To apply, please send resume to info@remedyhawaii.com.		

Agriculture

POSITION: Cannabis Trimmers and Packagers	LOCATION: Leeward Oahu	COMPENSATION: \$12 per hour
DESCRIPTION: Remedy Intelligent Staffing is looking for reliable and dependable cannabis trimmers and packagers to work at Marijuana establishments in Leeward Oahu. Staff is needed ASAP as we are currently servicing cultivation/production facilities. Both part-time and full-time positions are available.		
Job Duties: <ul style="list-style-type: none">• Trim and process plant material• Maintain finished products• Keep a safe and clean work environment• Adhere to company standards and operating procedures• Accept and execute the company's work direction and specifications		
Qualifications: <ul style="list-style-type: none">• Must be at least 21 years of age• Must be able to pass background check• Must have reliable transportation• Adhere to dress code• Must be able to perform physical requirements necessary to the position, including ability to routinely sit, stand, bend and use repetitive wrist motion for up to 8 hours and the ability to lift objects in excess of 50 lbs.• Prior cannabis, agricultural or packaged food production experience a plus		
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 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: Art Education Coordinator	LOCATION: Honolulu, HI	COMPENSATION: \$50,000 - \$70,000 annually
DESCRIPTION: Supports and creates communication and outreach systems for youth development through art to engage families and the community. Main focuses include supporting the Youth Arts Program Manager to motivate and capture the attention of youth through designing, planning, and coordinating communication for art programs both internally and externally. Qualifications include: <ul style="list-style-type: none">• Bachelor’s Degree in Education, Arts Administration or a related creative arts field• MA/MFA, Arts Management or an equivalent combination of education and work experience preferred• Minimum of five years experience in arts education, art productions, or art administration preferred• Candidates need to possess an aptitude for leadership, interpersonal skills, and strategic thinking		
To apply, please send resume to info@remedyhawaii.com.		

Human Resources

POSITION: Human Resource Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$15-18 per hour
DESCRIPTION: Transportation company in Honolulu seeking full time Human Resource Administrative Assistant. Schedule is Monday-Friday 8a-4:30p Parking is provided. Essential Functions: <ul style="list-style-type: none">• Ensuring all reports and records are up to date, complete, and accurate• Making sure office inventory is within guidelines• Coordinating employee activities• Completing all mailings• Responsible for special projects assigned by HR Lead/Supervisor, Compliance Manager, or VP of Operations Qualifications: <ul style="list-style-type: none">• Bachelor degree in related field preferred• 1 year switchboard experience preferred• 1 year of Human Resource experience preferred• Proficient in MS word, Excel, and, MS Outlook• Candidate must possess excellent customer service and vendor relation skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Human Resources Coordinator	LOCATION: Honolulu, HI	COMPENSATION: \$19-21 per hour
DESCRIPTION: Large company in Honolulu looking for a full-time HR Coordinator. Primary Duties: <ul style="list-style-type: none">• Heavy phone servicing• Troubleshoot HR issues (payroll, I9 documentation, etc.) and provide customer service• Perform intake of various HR tasks and inquiries via telephone and email• Ensure compliance with company policies and procedures, and government regulations Qualifications: <ul style="list-style-type: none">• Working knowledge of HR practices required• Experience with MS Word and Excel• Strong customer service and communication skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Human Resources Specialist	LOCATION: Honolulu, HI	COMPENSATION: Up to \$65,000 annually
DESCRIPTION: Local organization in Honolulu seeking a full-time HR Specialist. Essential Duties & Responsibilities: <ul style="list-style-type: none">• Develop, interpret, implement and maintain Human Resources policies and programs for entire organization• Administers compensation, benefits and payroll• Responsible for recruitment, employment activities, orientation, training and performance evaluations• Enforce compliance to labor practices, laws, Union agreement, organizational policies and regulatory licensing requirements• Maintain updated employee database and prepare various HR reports as needed• Perform additional HR duties as assigned Qualifications <ul style="list-style-type: none">• Bachelor's Degree in Business, HR, or related field• 3-5 years of Human Resources work experience• Proficient in MS Office and Gmail• Strong computer and internet research skills To apply, please send resume to info@remedyhawaii.com.		

Information Technology

POSITION: Help Desk Support Specialist	LOCATION: Honolulu, HI	COMPENSATION: \$15 per hour
DESCRIPTION: Local insurance company in Honolulu seeking a full-time 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• Other administrative duties as needed Qualifications: <ul style="list-style-type: none">• Working knowledge of PC hardware and software installation• 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 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.		

Retail

POSITION: Retail Sales Associate (UNIQLO)	LOCATION: Ala Moana	COMPENSATION: \$12.50 per hour
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 various part-time shifts! Training will be provided.		
Key Responsibilities: <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		
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 preferred, but not required		
DIRECT HIRE POSITIONS WITH VARIOUS SCHEDULES AVAILABLE. Apply today!		
To apply, please send resume to info@remedyhawaii.com .		

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: 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.		

Warehouse

POSITION: Warehouse Supervisor	LOCATION: Honolulu, HI	COMPENSATION: Up to \$52,000 annually
DESCRIPTION: Local shipping company in Honolulu seeking a full-time Warehouse Supervisor. Essential Duties & Responsibilities: <ul style="list-style-type: none">• Manage the warehouse activities to ensure the smooth flow of cargo• Make sure the employees complete each work file according to company standards• Complete all necessary reports and records in a timely and accurate manner• Provide employees with training and any other tools necessary to meet or exceed expectations• Minimize customers' and employees' exposure to risks or safety hazards Qualifications: <ul style="list-style-type: none">• Must have 3-5 years of previous warehouse experience• Must have a flexible schedule and be able to work evenings and weekends as needed• Must possess a valid driver's license and a current insurance certificate• Must be willing to obtain additional certifications as needed• Excellent customer service skills• Ability to supervise a team of employees Parking is provided. To apply, please send resume to info@remedyhawaii.com.		