



1003 Bishop Street, Suite 1477
Honolulu, HI 96813

Current Job Openings

Effective as of February 15th, 2019

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

Open Positions

(Click a title to view or scroll down)

- | | |
|---|--|
| Accountant | Escrow Officer |
| Accounting Assistant | Front Office Receptionist |
| Accounting Clerk | HR/Front Office Assistant |
| Administrative Assistant | Insurance Consultant |
| Administrative Assistant | IT Applications Specialist |
| Administrative Assistant | IT Programmer |
| Administrative Assistant | IT Systems Administrator |
| Administrative Assistant | Kitchen Manager |
| Administrative Assistant | Merchandising/Category Manager |
| Assistant Restaurant Manager | Part-Time Administrative Assistant |
| Bilingual Sales Associate | Part-Time Dispatch Administrator |
| Call Center Representative | Part-Time Office Clerk |
| Civil/CAD Engineer | Patient Account Representative |
| Claims Examiner/Processor | Payroll Coordinator |
| Contracts Administrator | Program Assistant |
| Customer Service Representative | Project Engineer |
| Customer Service Representative | Sales & Marketing Assistant |
| Customer Service Specialist | Senior Associate |
| Data Entry Representative | Studio Administrator |
| Digital Marketing Manager | Tenant Services Coordinator |
| Enrollment Specialist | |

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Accounting/Finance

POSITION: Accountant	LOCATION: Honolulu, HI	COMPENSATION: \$50,000-60,000 annually, depending on experience
DESCRIPTION: Large medical organization in Honolulu seeking a full-time Accountant. Job Duties: <ul style="list-style-type: none">• Reconcile monthly banking activity• Identify and resolve reconciling variances• Record and post transactions in the general ledger• Prepare general excise tax filings• Prepare and process General Ledger journal entries.• Assist with the preparation of fiscal audits• Assist with month and year end closing processes Qualifications: <ul style="list-style-type: none">• 2 years accounting experience required• Bachelor's degree preferred• Experience with SAP systems preferred• Must be proficient in Outlook, Word and Excel To apply, please send resume to info@remedyhawaii.com.		

POSITION: Accounting Assistant	LOCATION: Honolulu, HI	COMPENSATION: Pay: \$17-23 per hour, depending on experience
DESCRIPTION: Local construction company in Honolulu seeking an Accounting Assistant. Job Duties: <ul style="list-style-type: none">• Accounts Payable:• Data enter A/P invoices• Processing checks and credit card payments• Update and maintain vendor database• Reconcile vendor statements• Accounts Receivable• Prepared bank deposits• Post cash receipts• Update and maintain customer and job database• Union Reports• Other duties and projects as assigned Qualifications: <ul style="list-style-type: none">• 2-year degree in Accounting preferred, but not required• Detail oriented - accuracy is imperative• Able to meet deadlines• Excellent oral and written communication skills• Able to multi-task• Proficient in MS Excel, Word and Outlook• Quickbooks experience is a plus, but not required To apply, please send resume to info@remedyhawaii.com.		

POSITION: Accounting Clerk	LOCATION: Honolulu, HI	COMPENSATION: Pay: \$16-20 per hour, depending on experience
DESCRIPTION: Local property management company seeking an Accounting Clerk to perform a variety of general accounting support tasks. Job Duties: <ul style="list-style-type: none">• Reconcile various general ledger accounts• Prepare journal entries, financial reports and spreadsheets• Maintain ongoing audit work papers and account analyses• Daily account balancing and other branch transactions• Additional clerical duties as needed Qualifications: <ul style="list-style-type: none">• Reconcile various general ledger accounts• Prepare journal entries, financial reports and spreadsheets• Maintain ongoing audit work papers and account analyses• Daily account balancing and other branch transactions• Additional clerical duties as needed To apply, please send resume to info@remedyhawaii.com.		

POSITION: Payroll Coordinator	LOCATION: Honolulu, HI	COMPENSATION: \$48,000 annually
DESCRIPTION: Local construction company located in downtown Honolulu seeking a Payroll Coordinator. Job Duties: <ul style="list-style-type: none">• Ensure manual payroll for over 300 employees is completed semi-monthly• Ensure all necessary maintenance on employee files is updated and completed accurately• Prepare and input all payroll adjustments, corrections, and ensure special payments are complete• Generate and submit direct deposit and 401K• Run and submit month end reports• Prepare and input taxable wages yearly• Maintain and update monthly general ledger accounts• Other clerical duties as assigned Qualifications: <ul style="list-style-type: none">• Experience completing manual payroll for a high volume of employees• Great attention to detail• Accuracy required for the position• Proficient in Microsoft Office 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: \$12-14 per hour
DESCRIPTION: Company in Honolulu seeking Administrative Assistant to ensure all clerical tasks are completed within job scope. Job Duties: <ul style="list-style-type: none">• Electronically file all account paperwork into database• Create and maintain marketing database• Track and maintain all accounts to ensure information is accurate and correct• Support staff with managerial tasks Qualifications: <ul style="list-style-type: none">• Bachelor degree preferred• Proficient in MS Office• Candidate should be detail oriented and possess great communication skills• 2 years administrative experience required To apply, please send resume to info@remedyhawaii.com.		

POSITION: Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$13-14 per hour
DESCRIPTION: Local company in need of an Administrative Assistant. Job Duties: <ul style="list-style-type: none">• Coordinate schedules• Create excel spreadsheets and PowerPoint presentations• Maintain the filing system• Answer emails, phone calls, and faxes• Generate reports• Take care of all general projects within job scope. Qualifications: <ul style="list-style-type: none">• High school degree or equivalent required• Personal assistant experience preferred• 2 years administrative experience preferred• Proficient in MS Word, Excel, and PowerPoint• Candidate must possess great communication skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Administrative Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$15-17 per hour, depending on experience
DESCRIPTION: Local architecture firm looking for a full-time Administrative Assistant. Duties: <ul style="list-style-type: none">• Creating and updating Word and Excel documents/worksheets• Schedule appointments and receive visitors• Maintain project files and arrange meetings• Transcribe letters, reports and other documents• Assists in editing transcription• Serves as a back up to the Receptionist• Special projects as assigned Qualifications: <ul style="list-style-type: none">• Strong Microsoft Office Suite skills• Able to multi-task and prioritize• Strong verbal and written communication skills To apply, please send resume to info@remedyhawaii.com.		

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

POSITION: Contracts Administrator	LOCATION: Honolulu, HI	COMPENSATION: \$17-19 per hour, depending on experience
DESCRIPTION: Reputable company looking for a Contracts Administrator! Duties: <ul style="list-style-type: none">• Provide contractual advice on risks• Identify obligations of company and client within contracts• Prepare and submit variations in accordance with contract• Provide necessary insurance certificates to client• Assist Project Manager with administration of project• Provide necessary Bank guarantees in accordance with contracts• Assist management with preparation of sub contracts Qualifications: <ul style="list-style-type: none">• Previous contract experience preferred• 5+ years of administrative experience required• Strong written and verbal communication• Proficient in Microsoft Office applications To apply, please send resume to info@remedyhawaii.com.		

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

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

POSITION: Front Office Receptionist	LOCATION: Honolulu, HI	COMPENSATION: \$13-14 per hour, depending on experience
DESCRIPTION: Non-profit clinic seeking a part-time Front Office Receptionist! Job Duties: <ul style="list-style-type: none">• Greet and receive patients• Enter accurate insurance information• Schedule appointments• Answer telephone calls• Handle and process mail• Enter patient referrals in medical records system• Manage calendar and compile reports Qualifications: <ul style="list-style-type: none">• 2+ years of office administrative experience• Proficient in Microsoft Office Schedule: 16 hours/week To apply, please send resume to info@remedyhawaii.com.		

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

POSITION: Part-Time Dispatch Administrator	LOCATION: Honolulu, HI	COMPENSATION: \$15-17 per hour
DESCRIPTION: 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">• Schedule and dispatch workers, work crews, equipment, or service vehicles to appropriate locations according to customer requests, specifications, or needs, using radios or telephones• Arrange for necessary repairs in order to restore service and schedules• Prepare daily work and run schedules• Monitor personnel and/or equipment locations and utilization in order to coordinate service and schedules Qualifications: <ul style="list-style-type: none">• Proficient in Microsoft Office required• High school degree or equivalent required• 2 years administrative experience preferred To apply, please send resume to info@remedyhawaii.com.		

POSITION: Part-Time Office Clerk	LOCATION: Honolulu, HI	COMPENSATION: \$12-14 per hour
DESCRIPTION: Local central Oahu medical office seeking a Part-Time Office Clerk! Job Duties: <ul style="list-style-type: none">• Greeting and checking in patients• Scheduling appointments• Answering phones• Maintaining accurate patient files• Helping with pre-testing of patients• Other administrative duties as needed Qualifications: <ul style="list-style-type: none">• Excellent customer service skills• Proficient with computer and phone systems To apply, please send resume to info@remedyhawaii.com.		

POSITION: Senior Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$16 per hour
DESCRIPTION: Local insurance company seeking a full-time Senior Admin Assistant. Essential Job Duties: <ul style="list-style-type: none">• Prepare specialized department reports• Handle check requests• Coordinate travel and process W-9• Review and prepare claims control reports for compliance• Maintain department records• Additional administrative duties as needed Qualifications: <ul style="list-style-type: none">• Bachelor’s degree and 3+ years of office experience• Proficient in Microsoft Office• Insurance experience preferred To apply, please send resume to info@remedyhawaii.com.		

POSITION: Studio Administrator	LOCATION: Honolulu, HI	COMPENSATION: \$15-17 per hour
DESCRIPTION: Local architecture firm looking for a full-time Administrative Assistant. Essential Job Duties: <ul style="list-style-type: none">• Creating and updating Word and Excel documents/worksheets• Schedule appointments and receive visitors• Maintain project files and arrange meetings• Transcribe letters, reports and other documents• Assists in editing transcription• Serves as a back up to the Receptionist• Special projects as assigned Qualifications: <ul style="list-style-type: none">• Strong Microsoft Office Suite skills• Able to multi-task and prioritize• Strong verbal and written communication skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Tenant Services Coordinator	LOCATION: Honolulu, HI	COMPENSATION: \$15-18 per hour
DESCRIPTION: Local property management office seeking a Tenant Services Coordinator. Essential Job Duties: <ul style="list-style-type: none">• Answer incoming calls and provide information to callers• Schedules appointments and maintains calendar• Leads and schedules new tenant orientations• Acts as liaison for tenants• Set up and maintain tenant lease files• Handles incoming and outgoing mail• Other administrative duties as needed Qualifications: <ul style="list-style-type: none">• Associate's degree or equivalent work experience• Excellent phone etiquette and customer service skills• Strong computer skills• Basic accounting skills 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 Representative	LOCATION: Honolulu, HI	COMPENSATION: \$14 per hour
DESCRIPTION: Local reputable insurance company in Honolulu seeking a Customer Service Representative to join their team. Primary duties: <ul style="list-style-type: none">• Answer phone calls regarding client questions• Process endorsements, new applications, cancellations, and reinstatements• Generate quotes for agents• Process invoices to support the Billing department• Audit customer service entries Qualifications: <ul style="list-style-type: none">• High school diploma or equivalent• 2 years office experience• Proficient in Microsoft Office• Possess excellent customer service and communication skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Customer Service Representative	LOCATION: Honolulu, HI	COMPENSATION: \$12-14 per hour
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• Process invoices to support the Billing department• Audit customer service entries Qualifications: <ul style="list-style-type: none">• Professional phone etiquette• 2 years office experience• Proficient in Microsoft Office• Possess excellent customer service and communication skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Customer Service Specialist	LOCATION: Honolulu, HI	COMPENSATION: \$16 per hour
DESCRIPTION: 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">• Attracts potential customers by answering product and service questions; suggesting information about other products and services.• Opens customer accounts by recording account information.• Maintains customer records by updating account information.• Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem Qualifications: <ul style="list-style-type: none">• Previous customer service experience• Insurance industry experience preferred• Strong communication skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Patient Account Representative	LOCATION: Honolulu, HI	COMPENSATION: \$14.50 per hour
DESCRIPTION: Local medical organization seeking a full-time Patient Account Representative. Primary duties: <ul style="list-style-type: none">• Respond to all billing inquiries from the insurance carrier, patient and clients• Handle billing reconciliation and follow up on outstanding accounts• Maintain accurate billing records and reports• Oversee all patient accounts and account history Qualifications: <ul style="list-style-type: none">• Previous experience with insurance/billing highly preferred• Good customer service skills• Detail-oriented and accurate• Proficient in Microsoft Office Word, Excel and Outlook To apply, please send resume to info@remedyhawaii.com.		

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

Education

More opportunities coming soon!

Engineering

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

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

Human Resources

POSITION: HR/Front Office Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$15-19 per hour, Depending on Experience
DESCRIPTION: Local insurance related company seeking a HR/Front Office Assistant to join their team. Primary duties: <ul style="list-style-type: none">• Complete office opening procedures to ensure executives are set up for the day• Check conference room and meeting calendars for the day; plan for guests accordingly• Pick up and distribute all mail• Maintain office supplies• Provide customer/client services• Perform a high volume of clerical HR duties• Manage a high volume of incoming phone calls and emails• Perform general administrative assignments as needed• Various general clerical tasks in a busy office supporting multiple managers Qualifications: <ul style="list-style-type: none">• Previous HR experience preferred• Excellent customer service skills• Familiar with office equipment (copier, scanner, etc.)• 2 years Administrative experience preferred• Proficient in MS Word, Excel, and PowerPoint To apply, please send resume to info@remedyhawaii.com.		

Information Technology (IT)

POSITION: IT Applications Specialist	LOCATION: Honolulu, HI	COMPENSATION: Up to \$65,000 annually, depending on experience
DESCRIPTION: Reputable legal organization looking for IT Applications Specialist. Primary duties: <ul style="list-style-type: none">• Responsible training staff and managers in all IT and online programs• Must be able to work directly with staff to assist with trouble shooting and teaching various software• Must be self-motivated and able to learn about various software with minimal supervision• Must write and develop training materials• Assist with new user account set up• Responsible for assisting with specific IT questions and end-user issues• Set up training classes for staff• Track and oversee all mandated staff training Qualifications: <ul style="list-style-type: none">• Must have previous experience with training staff• Must have IT background or knowledge of software – specifically Adobe and Word systems• Previous work with a law firm is preferred To apply, please send resume to info@remedyhawaii.com.		

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

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

Marketing

POSITION: Digital Marketing Manager	LOCATION: Honolulu, HI	COMPENSATION: \$60,000-65,000 annually, depending on experience
DESCRIPTION: Local company looking for Digital Marketing Manager. Primary duties: <ul style="list-style-type: none">• Plan and execute all marketing strategies• Will be working on various digital media including email, website, social media and any other applications• Oversee marketing calendars• Work with the team to understand digital marketing needs• Promote company online• Research any market trends• Track effectiveness of any implemented marketing strategies Qualifications: <ul style="list-style-type: none">• Must have 5-8 years of marketing experience (specifically digital marketing)• Must have a Bachelor's degree in related field• Must have strong written and verbal communication skills To apply, please send resume to info@remedyhawaii.com.		

POSITION: Sales & Marketing Assistant	LOCATION: Honolulu, HI	COMPENSATION: \$15-16 per hour, depending on experience
DESCRIPTION: Large, local organization looking for a Sales & Marketing Assistant. This individual will be responsible for assisting a wide variety of client needs and supporting various marketing initiatives and support the Vice President in administrative tasks, special projects, and on-going initiatives. Primary duties: <ul style="list-style-type: none">• Coordinate and maintain Vice President’s schedule and calendar• Assist Sales Director in scheduling Sales meetings• Coordinate department events and promotions• Manage promotional items• Create promotional items for clients and events• Prepare presentations and marketing collateral for Sales & Marketing meetings• Manage office inventory Qualifications: <ul style="list-style-type: none">• Familiar with Microsoft Publisher, Adobe Pro, Photoshop, InDesign and/or Illustrator• Proficient with Microsoft Office applications• Excellent writing skills• College degree in communication, marketing or business preferred• At least one year of work experience in sales, marketing, public relations and/or business preferred 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: Insurance Consultant	LOCATION: Honolulu, HI	COMPENSATION: \$60,000 annually
DESCRIPTION: Local insurance office is seeking a full-time Insurance Consultant. Duties and Responsibilities: <ul style="list-style-type: none">• Maintaining office efficiency by monitoring office operations and procedures• Assisting the office with scheduling, filing, and managing correspondence while maintaining a strict code of confidentiality• Provide strategic financial, accounting, and regulatory reporting for clients• Performing transactions for client services• Build relationships with clients with a focus on growing business Qualifications: <ul style="list-style-type: none">• 4 years college degree in Accounting, Finance, or related field• CPA and/or CPCU required• 5+ years of financial and/or sales experience• Proficiency in Microsoft Office required• Supervisory experience preferred• Ability to read, write, and speak Japanese preferred To apply, please send resume to info@remedyhawaii.com.		

Law Office

More Opportunities Coming Soon!

Real Estate

More Opportunities Coming Soon!

Restaurant Service

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

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

Retail

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

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

Sales

More opportunities coming soon!

Warehouse

More opportunities coming soon!