



Japanese Chamber of Commerce and Industry of Hawaii

Job Description

Title: Executive Assistant
Reports to: Chamber President
FLSA Status: Non-Exempt
Prepared By: JCCIH Executive Officers 2016-2017
Prepared Date: July 6, 2016
Approval Date: July 6, 2016
Approved By: _____

Summary:

Provide confidential, professional, administrative support for the President and officers of the Japanese Chamber of Commerce and Industry of Hawaii (JCCIH) that include a wide range of administrative duties to be handled with confidentiality and discretion where required. Interface with other executives of JCCIH, special VIP guests, with board members, with members, vendors and visitors. Prepare reports, correspondence, standard operating procedures (SOP), spreadsheets, and all other communications utilizing a broad range of computer applications.

Essential Duties and Responsibilities:

1. Knowledgeable with JCCIH By-Laws, policies and procedures pertaining to the efficient operations of the administrative office.
2. Process daily correspondence to include filing, mailing and disposition.
3. Prepare required reports for the President, board officers and board committees. Ensure accuracy of work.
4. Answer telephone, disseminate information or resolve questions, and/or route calls to appropriate individual. Take messages and coordinate follow through.
5. Conduct research and prepare statistical and financial reports to assist the President in the management of the organization.

6. Provide assistance with the JCCIH special events to include but not limited to; A Taste of Hilo, Annual Golf Classic, General Membership Meetings, Goji-Kara events, and VIP visitations.
7. Assist in the preparation and distribution of the annual financial plan and updates. Complete monthly financials on a timely basis.
8. Assist in the preparation, publication and distribution of the monthly JCCIH Oshirase e-newsletter, weekly Shinbun, and JCCIH's social media presence.
9. Evaluate incoming correspondence, research and respond to questions, provide back-up information where required and route accordingly. Coordinate follow through on correspondence pending.
10. Assist in scheduling and/or arranging appointments, meetings, business trips, etc. for the President and Executive Officers. Maintain the calendar of events and schedules for the President and JCCIH.
11. Perform specialized or confidential administrative duties, including researching data and preparing reports as needed.
12. Word process, duplicate, and disseminate materials for board meetings, including agendas, minutes and committee reports.
13. Maintain the membership roster and update member information as received on a timely basis.
14. Performs all other tasks as directed or assigned by the President.

Qualifications:

1. Education/experience:
 - a. Graduation from high school or equivalent (GED)
 - b. AA or AS degree in a related field (preferred)
 - c. Prior experience with office management or related fields (preferred)
2. Competencies:
 - a. Proficient computer experience with MS products (Word, Excel, PowerPoint).

- b. Thorough knowledge of QuickBooks for processing and maintenance of financials; track income and expenses, generate invoices, generate various financial reports.
- c. Strong analytical, communication, organizational and management skills.
- d. Ability to read, write, and comprehend business correspondence.

3. Other skills and abilities:

- a. Demonstrate a passion for people and a commitment to service
- b. Possess a positive and energetic attitude
- c. Have the ability to be a team player, self-motivated and flexible with work hours
- d. Able to work in a stressful, high-pressure, fast-paced work environment
- e. Be able to perform and manage multiple tasks
- f. Ability to maintain confidentiality when handling member information, internal JCCIH matters or any other information of a sensitive nature.
- g. Exhibits competent decision-making and problem solving skills

Mental and Physical Demands

- 1. Verbal communication skills and the ability to follow oral and written instructions
- 2. Basic reading, writing, math and problem solving
- 3. Frequent standing and walking
- 4. Lifting up to 25-30 pounds; push and/or pull up to 50 pounds

Work Environment

- 1. Indoor air-conditioned office environment

Equipment Use

- 1. Windows-based personal computer
- 2. 10-Key calculator
- 3. Copy/fax machine
- 4. Telephone
- 5. Printer/Scanner
- 6. Digital camera

JCCIH Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this position. It is not to be interpreted as a comprehensive inventory of all duties and responsibilities and qualifications required of employees assigned to this job. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform essential functions.

Japanese Chamber of Commerce and Industry of Hawaii
Job Description and Qualification Acknowledgement Form

Name: _____

Job Title: _____

I certify that the information contained in this job description is a correct and complete representation of the duties and qualifications required for the current position I hold at the Japanese Chamber of Commerce and Industry of Hawaii.

I understand and agree that if I do not possess the qualities and knowledge to fulfill these required qualifications, the Japanese Chamber of Commerce and Industry of Hawaii has the authority to place me in a different position or possibly lead to my release from employment.

Employee Signature

Date

President Signature

Date