



JOB ANNOUNCEMENT

Executive Assistant/Office Manager

Position: Executive Assistant/Office Manager- non-exempt

Reports to: Chief Executive Officer

Salary Range: \$43,000/year. Excellent benefits including a retirement plan.

Description: Provides administrative support to the Association. Is responsible for managing the CBHA office, acting as an Executive Assistant to the CEO, and is the liaison between the human resources company and CBHA employees and other CBHA contracted vendors. This position requires considerable use of tact, diplomacy, discretion and judgment.

Responsibilities:

- Planning and monitoring the day-to-day running of the office
- Schedule meetings, trainings, conference calls, and legislative meetings for the CEO
- Manages the CBHA calendar
- Edit/proof routine correspondence
- Provide accounting support: invoicing and record receivables in database, download accounting reports and provide to accountant
- Manages office accounts such as Zoom, Constant Contact, Survey Monkey, etc.
- Orders and monitors office supply needs
- Other duties as assigned

Education:

- Bachelor's Degree

Experience and Knowledge:

- At least 2 years of experience working in office setting with a varied set of responsibilities
- Knowledge of Microsoft Office programs

Skills and Abilities:

- Advanced computer skills
- Attention to detail, writing and editorial skills
- Able to work independently with strong time management organization skills- ability to effectively prioritize tasks, scheduling and the maintenance and of organization of data
- Ability to adapt quickly to changing priorities
- Effective listening and communication skills
- Work effectively and comfortably with a small team of staff and CBHA member agency representatives

Benefits:

- CBHA offers a competitive salary with comprehensive health, eye, dental, and retirement. A parking pass or light rail pass is included.

Application deadline: November 20, 2020

Application instructions: Please send a cover letter and resume as one PDF attachment to skahoalii@cccba.org to be considered for this position. Incomplete applications will not be reviewed.