

Office & Training Administrator

The Hawaii Rural Water Association (HRWA) provides onsite technical assistance and training for water and wastewater system specialties in Hawaii and Western Pacific American territories.

We are currently seeking for an enthusiastic individual to join our team as our Office & Training Administrator.

The Office & Training Administrator:

- Is responsible for managing membership, programs and customers; assist as needed including but not limited to communications, applications, invoicing, payments, tracking, training credits and membership welcome and renewal packages.
- Provides support to our Program Specialist with their assigned grant funded programs.
- Functions as the Administrator of HRWA's website.
- Oversees and is responsible for the daily operational needs of the office including but not limited to managing and responding to the HRWA's emails, responds to and/or forwards to the appropriate team member inquiries or concerns from our members or the public.
- Supports and assists in setting up class topics, schedules and notifies members of training courses/classes.
- Processes training registrations to include intake of registration forms, class rosters, fees, provides invoices and receipts.

Minimum Qualifications

- High school diploma or equivalent; office administration/business courses helpful. Associates or Bachelor's degree preferred.
- At least 3 years of recent work-related experience.
- Must have strong skills in customer service; detail oriented; prioritizing work, meeting multiple deadlines, interpersonal relations, problem solving, project management and written communication.
- Demonstrated knowledge of and proficient in word processing, multimedia presentations, spreadsheets, databases and desktop publishing applications.
- Strong typing and 10-key skills.
- Must be able to work independently with minimal supervision.

Qualified applicants can submit their resume to hr@hawaiirwa.org or mail it to Hawaii Rural Water Association, 65-1158 Mamalahoa Highway, Ste 2D, Kamuela, HI 96743