

OFFICE MANAGER

Job Title:	Office Manager
Reports to:	Director of Finance and Operations
Status:	Non-Exempt
Location:	O’ahu, Hawai’i

About Hawai’i Public Health Institute

Hawai’i Public Health Institute (HIPHI) is a nonprofit organization established in 1996 as the Coalition for a Tobacco-Free Hawai’i to address the high rates of tobacco use in Hawai’i. In 2012, the organization moved from a singular focus on tobacco issues to a broad public health mission. Today, HIPHI’s mission is to advance the health and wellness of the people and islands of Hawai’i by:

- Expanding understanding of what creates health of people and place, embracing upstream social, cultural, and environmental factors;
- Fostering partnerships among public health, health care, and other diverse sectors to improve health and wellness; and
- Cultivating programs including education, advocacy, research, capacity building and training—to improve policies, systems, and the environments where people live, learn, work, age, and play.

HIPHI’s advocacy and programmatic work spans multiple issue areas, including oral health, food and agriculture, nutrition and physical activity, tobacco control and prevention, transportation and public safety, and environmental health. HIPHI has become a go-to organization for public health advocacy, education, organizing, capacity building, and technical assistance.

Position Summary

Hawai’i Public Health Institute (HIPHI) is seeking an office manager to coordinate and oversee HIPHI’s administrative functions. This position is responsible for performing general administrative tasks, bookkeeping, and providing direct support to HIPHI staff to ensure the office operates efficiently and smoothly.

Essential Duties and Responsibilities

Administrative Duties/Clerical Support

- Provide general administrative support to HIPHI staff, which includes answering telephone calls, monitoring HIPHI’s general/programmatic email account(s), assisting visitors, and coordinating deliveries.

- Support the Events Coordinator with event planning and logistics (i.e., venue arrangements, flight bookings, ground transportation, mass mailing, etc.) and other tasks as assigned.
- Perform general clerical duties including, but not limited to, copying, faxing, mailing, scanning, filing, and shredding.
- Prepare HIPHI letters, documents, and additional written correspondence as necessary.
- Assist with scheduling appointments and meetings as requested.
- Maintain cleanliness of common office areas.

Office Operations

- Monitor and maintain office supplies for all HIPHI offices, which includes determining supply needs, placing supply orders, and monitoring the supply budget. Assist with coordinating office supply purchases for neighbor island staff.
- Oversee the provision and maintenance of office equipment, services, and general office infrastructure including, but not limited to, internet, phone system, and printer. Communicate and coordinate with vendors to ensure office operations are maintained.
- Oversee HIPHI's IT (information technology) infrastructure and assist with troubleshooting IT issues; coordinate with HIPHI's IT contractor as needed.
- Maintain HIPHI's inventory log and account login credentials.
- Work with the Operations team on review and maintenance of HIPHI's Operations Manual and make updates as needed.
- Assist with onboarding and offboarding employees.

Bookkeeping

- Complete deposits of all checks and cash.
- Assist in all aspects of accounts payable in accordance with HIPHI's internal policies and procedures,, including but not limited to, processing invoices and reimbursements, entering payables into HIPHI's accounting system, processing checks, and maintaining necessary copies/records..
- Assist with the annual audit.

Other Responsibilities

- Assist staff with allowable credit card purchases.
- Complete monthly reconciliation of HIPHI's credit card.
- Coordinate with HIPHI staff and HIPHI's leadership team to meet organizational goals and objectives.
- Perform other duties as assigned.

Special Note: Internal policies allow for flexible scheduling, including remote working for some positions; however, this position will be required to work in the Honolulu office, in-person, 5 days a week, 8:30am to 4:30pm.

Education, Experience, and Qualifications

Minimum Qualifications

- Associates degree in Business Administration, Accounting, Finance, or related field with two (2) years of related professional experience OR high school diploma/GED with five (5) years of related professional experience.
- Proven administrative or office management experience.
- Proficiency in Google Suite, and Microsoft Office, specifically Excel and Word.
- Experience in managing/recording financial transactions.

Desired Skills and Abilities

- A strong commitment to health equity and justice.
- Attention to detail and problem-solving skills.
- Ability to think proactively, anticipate organizational needs, and function independently.
- Excellent time management skills; ability to multitask and prioritize work to meet time-sensitive deadlines.
- Strong interpersonal skills and experience working with individuals from diverse backgrounds.
- Willingness to learn and grow professionally. Ability to learn new subjects quickly.
- Strong organizational and planning skills.
- Excellent written and oral communication skills
- General knowledge including the use of Apple products, Zoom, Docusign, Adobe Acrobat, Quickbooks, and GAAP.

Compensation and Benefits

The salary for this full time position is \$40,000 to \$52,000 annually.

Benefits at HIPHI include:

- A collaborative work culture with flexible scheduling and promotes work-life balance.
- Laptop, virtual phone line.
- 20 days of paid time off, 11 HIPHI-observed holidays, and 5 floating holidays per year.
- Medical and dental insurance (100% of premium covered for the employee; 50% coverage for spouse/family).
- Flexible spending accounts for medical, dependent care, and other eligible expenses.
- Cell phone and internet stipend.

- Opportunities to attend conferences and other professional development opportunities.
- 401K retirement plan with an employer contribution (contribution starting after 1 year of employment).
- A qualifying employer for the Public Service Loan Forgiveness (PSLF) Program, which forgives the balance of federal student loans for individuals working in public service.

HIPHI outsources HR functions to Altres Staffing, which has a number of additional benefits that would begin upon hire.

To Apply

Please submit a cover letter, resume, and a list with three professional references to Uyanga Batzogs at uyanga@hiphi.org. Please reference in the subject line "Office Manager Application"

Deadline for Applications: Position is open until filled

For any questions, please contact Uyanga Batzogs at uyanga@hiphi.org or (808) 591-6508 ext. 04.

Hawai'i Public Health Institute is an Equal Opportunity Employer