

ENGINEERING ADMINISTRATIVE ASSISTANT JOB POSTING

About Yogi Kwong Engineers, LLC

Yogi Kwong Engineers (YKE) is a progressive, award-winning firm that specializes in a wide variety of challenging engineering design and construction projects in Hawaii and throughout the Pacific. YKE is conveniently located in Honolulu and offers excellent employment benefits and growth opportunities through professional development and on-the-job training.

We are actively seeking an Engineering Administrative Assistant to join our design team. This in-person position will assist our design team executives, engineers, geologists, and technicians to perform various administrative duties. This position requires thorough attention to detail and a proven ability to work well with others.

Position Duties:

- Supports Engineering Managers with project administrative duties and daily operations.
- Maintain project files, correspondences, and other project records and documents.
- Schedules meetings, record and distribute meeting minutes and action logs.
- Coordinates and manages travel logistics.
- Arranges and keeps records of training, seminars, and conferences.
- Assists with equipment and supply management.
- Performs data entry.
- Performs research work and summarizes findings.
- Assists with document pickups and deliveries.
- Supports project activities.

Position Requirements:

- Associate or Bachelor's degree.
- Proficiency in Microsoft Office programs.
- Detail-oriented with organizational skills and learn quickly in a fast-paced environment.
- Ability to be proactive and problem solve.
- Valid Driver's License

Apply today if you are passionate about progress, learning, collaboration, and teamwork!