



JOB DESCRIPTION: KA LA'I OLA VILLAGE Administrative Assistant

Position Classification:

Full Time, Salary/Exempt

Position Reports to:

On-Site Property Manager

About Pono Property Management

Pono Property Management is a firm that specializes in long-term property management across the Hawaiian Islands of O'ahu, Maui, Big Island, and Kaua'i. We understand that managing properties is more than just a business - it's a responsibility. That's why we approach each property with care, attention to detail, and a relentless pursuit of excellence. We leverage cutting-edge technologies, industry-leading practices, and data-driven insights to optimize efficiency, enhance transparency, and deliver premium results for our clients and renters.

About Ka La'i Ola Village

Ka La'i Ola Village is a designated site for Hawaii's Interim Housing Program (HIHP) and will provide interim housing for 450 households from August 2024 through August 2029 (or a maximum of five years) for individuals and families impacted by the Maui Wildfires. As such, this property will be made available for program participants who are still seeking permanent housing.

Position Summary:

Ka La'i Ola is looking for a reliable, detail-oriented Administrative Assistant to join our team on-site in Lahaina. This position plays a vital role in keeping day-to-day operations running smoothly and supporting both the team and residents of the interim housing community. The ideal candidate thrives in a fast-paced, people-centered environment and is comfortable working in close coordination with operations, property management, and social services staff.

Key Responsibilities:

- Serve as the on-site administrative point of contact, welcoming visitors, contractors, and residents.
- Assist with data entry, filing, and documentation related to occupancy, services, and site operations.
- Maintain and organize physical and digital resident records and project files.
- Support scheduling and coordination of team meetings, inspections, and vendor visits.
- Prepare memos, forms, notices, and correspondence for residents and staff.
- Track inventory and supplies; assist with ordering materials or equipment when needed.
- Assist with basic reporting, timesheets, and expense logs as directed by the site supervisor.
- Maintain a clean, organized administrative area at the site.
- Handle incoming calls or inquiries and direct them appropriately.
- Perform other administrative and operational duties as assigned.
- Assist On-Site Property Manager with projects, maintaining deadlines, and initiating directives.
- Track, sort, and record keys along with other property specific items.

Qualifications:

- Proven experience as an administrative assistant or office coordinator (2+ years preferred).
- Strong organizational, communication, and multitasking skills.
- Comfortable working in a construction/housing services environment.
- Proficiency in Google Workspace (Docs, Sheets, Drive), Microsoft Office, or equivalent software.
- Ability to maintain confidentiality and professionalism.
- Must be able to work on-site full-time in Lahaina, Maui.
- Familiarity with local housing programs, social services, or nonprofits is a plus.
- Bilingual or local language fluency is a plus.

Compensation and Schedule:

- Competitive hourly wage based on experience.
- Monday through Friday (except holidays), regular office hours of 7:45 am to 4:30 pm.

Work Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot, or cold temperatures as well as hurricanes or tropical storms. The noise level in the work environment is moderate unless there is construction making the noise level high.