



Company: Fisher Hawaii
950 Mapunapuna Street
Honolulu, HI 96819

Position: Office Manager

Fisher Hawaii is currently seeking a highly organized and proactive Office Manager to join our team and help keep our operations running smoothly.

Responsibilities:

Report to Controller.

Oversee daily administrative operations.

Supervise A/P and A/R functions.

Support budgeting and bookkeeping tasks as needed.

Assist with onboarding new employees and maintaining HR function and records.

Ensure compliance with company policies and procedures.

Qualifications:

Supervisory experience required.

Excellent organizational and time management skills.

Strong written and verbal communication abilities.

A/P, A/R and HR experience preferred, but not required. Will train.

Benefits:

Salary: \$50,000/yr to start

Health, dental and vision insurance

Paid time off and holidays

401k plan

How to apply:

Please submit your resume and a brief cover letter outlining your experience and interest in the position to tomm@fisherhawaii.net.

