



WAIKELE
COUNTRY CLUB

94-200 Paioa Place
Waipahu, HI 96797

Position: **Administrative Assistant-Reporting (Bilingual)**

Job Type: Full Time

Reports To: Administrative Manager

Primary Objective: Facilitate the completion of work assigned to the reporting function. Provide support to administrative and operational areas, to include but not limited to, financial reporting, analysis, accounting, marketing, product development, strategic planning, data analysis, business coordination, etc.

Duties and Responsibilities:

- Interpret, translate, articulate, and communicate (in verbal and written forms) all information and transactions in both English and Korean languages.
- Compose, transpose, organize, and transmit documents, reports and correspondence in English and Korean.
- Responsible for assisting with the creation and distribution of periodic reports for executive management and organizational stakeholders, to facilitate decision making in accomplishing short-term and long-term goals, and to align with the organization's strategic plan.
- Assist with maintenance of various internal systems utilized for reporting; produce, develop, and maintain comprehensive standardized reports, data analytics and data processes.
- Collect, gather, organize, analyze and interpret data related to management reports, sales forecasts, customer reports, regulatory reports, audits, requests, etc.
- Maintain reports and deliverables complying with administrative and financial invoicing.
- Provide assistance and support for financial statement audits and internal control reviews; assist with the performance of budget tracking against purchase orders and/or subcontracts.
- Support and assist operational areas, to include but not limited to product development, customer relations, fund accounting, financial reporting, vendors, contracts, etc.
- Responsible for conducting and completing weekly, month-end, quarterly, and year-end closing processes.
- Research and evaluate market trends and conditions.

- Reconcile all work to assure quality and accuracy of output; produce accurate, error-free and timely accounting and business reports; and present results timely.
- Liaise with departmental personnel as required to complete tasks, and to understand business needs and requirements, for reporting and analyses, inclusive of special projects or assignments.
- Coordinate and attend departmental meetings on a weekly and/or periodic basis.
- Provide personal assistance (i.e., scheduling, appointments, errands, coordination of visits, etc.) for executive management, officers, Board of Directors, etc.
- Support and assist with ad-hoc reporting requests and special projects as needed.
- Comply with federal, state and local financial legal requirements, to include review, research and interpretation of existing and new legislation, enforce adherence to mandates and requirements, and advise on necessary actions.
- Communicate effectively when problems arise and provide recommended solutions.
- Must maintain confidentiality and security of sensitive information.
- Must be able to work independently with little or no supervision.
- Other related duties as assigned.

Minimum Qualifications:

- Demonstrated fluency in the ability to speak, read, write, and communicate effectively in both English and Korean.
- Bachelor's degree in accounting, finance, business administration, or related field.
- Minimum of two (2) years of professional experience in reporting, data analysis, business operations, or accounting, with emphasis in report writing.
- Demonstrated ability to problem solve, multi-task and work in a fast-paced environment to meet deadlines.
- Excellent organizational and time management skills to prioritize tasks effectively.
- Intermediate proficiency skills in MS Office Suite, specifically Excel, Word and Outlook.
- Strong attention to detail, high level of accuracy and results driven.
- Ability to handle confidential financial and personnel information with discretion.
- Knowledge of state (specifically Hawaii), local and federal laws, mandates, rules and regulations regarding accounting, fiscal and financial matters.
- Ability to work as a team in a diverse setting, inclusive of culture diversity, socio-economic status, etc.
- Excellent verbal and written communication skills in the English language.
- Any equivalent combination of education and/or work experience which provides the required education, knowledge, skills and abilities as indicated.
- Legal authorization to work in the United States.
- Possession of a Hawaii State Driver's License.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to:

- Work in an office setting, sit for prolonged periods of time, and ascend and descend stairs, due to location of workplace on second floor.
- Ability to climb, balance, stoop, kneel, crouch, crawl, bend, twist, reach, and grasp; use hands to finger, handle, or feel; close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Ability to lift up to 30 lbs.; push/pull/move objects; and lift overhead.

Preferred Qualifications:

- Familiarity with the local culture in Hawaii.
- Experience and knowledge in the golf industry.
- Experience and knowledge in the food and beverage industry.