



## HAWAII AGRICULTURE RESEARCH CENTER

94-340 Kunia Road, Waipahu, HI 96797

Ph: 808-621-1350/ Fax: 808-621-1399

[www.harc-hspa.com](http://www.harc-hspa.com)

*email resume to [fchow@harc-hspa.com](mailto:fchow@harc-hspa.com)*

Job Title: Executive Secretary

Company Name: Hawaii Agriculture Research Center

Location: Administration Office, Kunia, HI

Job Type: Full-Time

### **Mission:**

The Hawaii Agriculture Research Center (HARC) supports a viable agricultural sector by researching and applying relevant science and technology to achieve practical solutions and identify new agricultural opportunities.

### **About Us:**

Hawaii Agriculture Research Center is a private non-profit agricultural research organization. Serving Hawaii's agricultural sector for more than 125 years, HARC is committed to crop improvement through research and technology transfer. In addition to a state-of-the-art laboratory, the organization manages two ecologically distinct experimental research farms located on the island of Oahu in Hawaii.

### **Job Overview:**

The Executive Secretary performs and coordinates secretarial services for Hawaii Agriculture Research Center (HARC) and its subsidiaries Kunia Village Title Holding Corporation (KVTHC), Kunia Village Development Corporation (KVDC), Hawaii Foundation for Agriculture Research (HFAR), which includes secretarial, clerical, and mailing duties to ensure timely and accurate work which follows the established policies and practices of HARC, KVTHC, KVDC & HFAR. The main responsibility of this position is to schedule board meetings, prepare board meeting packets, and record and process board minutes. Attention to detail, ability to follow through with all tasks and meet deadlines is a major requirement.

### **Key Responsibilities:**

- Schedule board meetings for all related non-profit organizations: HARC, KVTHC, KVDC, HFAR.
- Prepare and distribute multiple board meeting agendas to board members.
- Record, prepare, distribute, and file board meeting minutes for all four organizations.
- Schedule all sub-committee and special meetings. Prepare and distribute agendas, take, prepare, and distribute meeting minutes.
- Perform clerical duties such as answering phone calls, responding to emails, collecting & distributing mail, and organizing files.
- Schedule meetings and provide secretarial support for the Executive Director
- File and organize historical company documents.
- Type and proofread documents, reports, and correspondence.
- Submit grant proposals for staff.
- Support staff with meeting grant reporting deadlines (reminders, manage deadline calendar)
- Make travel arrangements for all staff (air, car, hotel)
- Assist with office management tasks such as ordering office supplies and coordinating ad hoc meetings.
- Provide administrative support to staff and various subsidiaries within the organization.

- Greet and assist visitors in a professional and friendly manner.
- Handle sensitive and confidential information with discretion.
- Additional duties as requested.

**Required Qualifications:**

We are seeking an individual with experience as an Executive Secretary specifically with experience in board meeting management, taking meeting minutes and organization skills. Please do not apply if your experience is not applicable.

- Secretarial or Administrative assistance experience
- Experience working with board of directors, including scheduling, board preparation, taking and drafting minutes, and disseminating correspondence to board members.
- Meet deadlines to distribute, and file board meeting minutes.
- Attention to details and deadlines.
- Ability to work in a team environment.
- Proficient use of a PC and software (e.g. Microsoft Word and Excel)
- Ability to work independently.
- Knowledge of office management practices and procedures
- Previous experience in a nonprofit office environment, a plus
- Excellent organizational and time management skills with the ability to prioritize multiple tasks.
- Minimum High school diploma, associate's degree a plus

**Start Date:** Immediately

**Pay Rate:** \$24.00/hourly.

Hawaii Agriculture Research Center is an Equal Opportunity Employer. We are committed to diversity, equity and inclusion and do not discriminate based on race, age, disability or other non-metric characteristics.