

Region:	Hawaii	Date Created: Date Revised: Approved By:	
Job Title:	LMP Project Coordinator	Job Reports To:	LMP Co-Leads

Job Summary

Provides moderately complex administrative and operational clerical support to department managers and/or staff. Serves as resource person to staff, members, and outside vendors. Responsibilities may include answering phones and relaying messages/information to both departmental staff and callers; scheduling/calendaring meetings and conferences; maintaining filing systems and e-folders; ordering/stocking office supplies; providing assistance on various LMP projects and programs. Types/proofreads/composes correspondence; creates graphs and presentations; researches issues as needed.

Major Responsibilities/Essential Functions

1. Provides administrative and project support for the LMP resource team including the National Coordinator, Program Manager, UBT consultants, Union Partnership Representatives and Total Health/Safety Leads.
2. Maintains calendars and schedules conference rooms.
3. Drafts, edits, proofread and prepare correspondence; creates reports, graphs, and presentations.
4. Develops meeting agendas and takes meeting minutes/notes.
5. Inputs data and maintains established databases; gathers and researches information.
6. Researches files and documents. Collects data for maintenance of required records.
7. Exchanges information with functional employees, external vendors and representatives in support of ongoing business services.
8. Provides additional moderately complex administrative support as needed to other staff members.
9. Administers programs, projects, and/or processes specific to operating unit served.
10. May serve as administrative liaison for others within and outside organization regarding administrative issues relating to purchasing, personnel, facilities, and operations.
11. May aid in conducting department-specific training.
12. May aid in developing department administrative policies and procedures.
13. Occasional travel to trainings/meeting locations.

Job Qualifications

Minimum Education

High School Diploma or General Education Development (GED) required.

Preferred Education

Bachelor's degree in business administration or related field.

Minimum Work Experience and Qualifications

Three years administrative assistant or related experience.

Type 45 wpm

Demonstrated ability to effectively manage multiple projects, use time management skills and independent judgment.

Demonstrated ability to work with confidential/sensitive information and use diplomacy in communicating with high-level executives and management team.

Demonstrated knowledge of and skill in adaptability, interpersonal relations, oral communication, written communication, organization, customer service, teamwork, project management, problem solving, and decision making.

Demonstrated knowledge of and skill in word processing, spreadsheet, and database PC applications.

Preferred Work Experience and Qualifications

Ability to work in a Labor/Management Partnership environment.

Ability to learn KP systems [Onelink, Sharepoint, Concur, TIME] and other program management systems (Google Calendar/Google Docs)

Required Licensure, Certification, Registration or Designation

None.

Preferred Licensure, Certification, Registration or Designation

None.