



Current Job Openings
Effective as of December 29, 2008
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Accounting / Finance

Position	Accounting Clerk, Downtown
Description	<p>Accounting Clerk needed to assist with daily operations. Accounting Clerk will be responsible for maintaining accurate records of expenses, processing A/P and A/R, assisting with payroll and inventory/purchasing.</p> <p>Applicants must be detail-oriented and possess the ability to multi-task and meet deadlines. College degree required; related work experience will be considered in lieu of a degree. Applicants must have working knowledge of Microsoft Word and Excel. Also, exceptional written and verbal communication skills are a must.</p> <p>Temporary-to-Hire: \$13.00 - \$15.00 per hour, depending on experience</p>
Location	Downtown Honolulu
Contact	Remedy Intelligent Staffing of Honolulu, (808) 733-8550, Or e-mail jobs@remedyhawaii.com
Position	Accounts Payable Specialist, Downtown
Description	<p>Accounts Payable Specialist needed to assist with accounting functions. Duties include preparing A/P reports for review, inventory receiving, dealing with vendor invoices, reconciliations, and other job-related duties as required.</p> <p>Requirements include: strong organizational skills; exceptional written and verbal communication skills; working knowledge of MS Word and Excel.</p> <p>Temporary-to-Hire: \$12.00 - \$15.00 per hour, depending on experience</p>
Location	Downtown Honolulu
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Accounting / Finance

Position	Accounts Receivable Specialist, Downtown
Description	<p>Accounts Receivable Specialist needed to assist with accounting functions. Duties include preparing A/R reports, calling or emailing customers to collect outstanding balances, reconciliations, data-entry, and other job-related duties as required.</p> <p>Applicants must possess exceptional verbal communication skills and customer service skills. Previous work experience is highly desirable. Applicants must have working knowledge of MS Word and Excel.</p> <p>Temporary-to-Hire: \$12.00 - \$15.00 per hour, depending on experience</p>
Location	Downtown Honolulu
Contact	Remedy Intelligent Staffing of Honolulu, (808) 733-8550, Or e-mail jobs@remedyhawaii.com
Position	Accounting Assistant
Description	<p>Accounting Assistant needed for a local law firm. Duties include tracking and verifying accuracy of expenses, maintaining A/P files, assisting with monthly and year-end close out, monitoring cash flows, miscellaneous clerical functions, and other job-related duties as required.</p> <p>Applicants must possess working knowledge of accounts payable and general ledger systems. Applicants must also possess exceptional verbal and written communication skills. Computer knowledge a must (i.e., MS Word and Excel). Associate's Degree or equivalent experience required.</p> <p>Temporary-to-Hire: \$15.00 - \$16.00 per hour based on experience</p>
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Accounting / Finance

Position	Accounts Payable Specialist
Description	Accounts Payable Specialist needed for an information technology and services company. Duties include, but not limited to, processing accounts payables and invoices, reconciliations, , tracking employee and corporate expenses, preparing reports, and researching various financial issues. Applicants must have three years of accounting experience. Exceptional verbal and written communication skills, and knowledge of MS Word and Excel are also required. Direct Placement: \$15.00 per hour
Location	Honolulu
Contact	Remedy Intelligent Staffing of Honolulu, (808) 733-8550, Or e-mail jobs@remedyhawaii.com
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Position	Billing Clerk
Description	Billing Clerk needed for a local medical billing organization. Duties include heavy data entry; conducting follow-ups via phone and written correspondence; sorting and distributing mail, requisitions, and the like; and other miscellaneous job duties as required. Temporary-to-Hire: \$13.00 per hour
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Accounting / Finance

Position	Accountant
Description	<p>Accountant needed for a cargo service company. Duties include analyzing financial data, preparing reports, closing books monthly, reconciliations, payroll, etc. 4 year college degree required. 3 to 5 years of accounting experience also required. Applicants must be detail-oriented, possess exceptional organization skills, and excellent verbal and written communication skills.</p> <p>Direct Placement: Pay is commensurate with experience.</p>
Location	Airport
Contact	Remedy Intelligent Staffing of Honolulu, (808) 733-8550, Or e-mail jobs@remedyhawaii.com
Position	Senior Accountant / Financial Analyst
Description	<p>Senior Accountant / Financial Analyst needed for a progressive insurance company. Primary duties include preparing financial statements and miscellaneous financial reports, analyzing data and market trends, and other job-related duties as required. Degree in Finance or Accounting preferred. Applicants with relevant work experience in lieu of a degree are eligible. Must have knowledge of advanced accounting and finance principles, exceptional written and verbal communication skills, and a working knowledge of MS Word/Excel. Applicants must be detail-oriented and be able to work under minimal supervision.</p> <p>Direct Placement: \$60,000 annually depending on experience</p>
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Accounting / Finance

Position **Accounting Clerk / Administrative Assistant**

Description **Accounting Clerk / Administrative Assistant needed for a local travel company. Duties include A/P, A/R, general ledger work, reconciliations, various research, and general office work (i.e., filing, answering phones, scheduling appointments, etc.). Previous experience ideal. All interested must be proficient with Microsoft Word and Excel. Attention to detail is also necessary to be successful in this position.**

Temporary-to-Hire: \$14.00 to \$17.00 per hour based on experience

Location **Honolulu**

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Position **Accounting Manager**

Description **Accounting Manager needed for a small CPA firm. Duties include, providing accounting to small business and non-profit clients. Ability to manage staff and prepare financial statements is helpful. Also, knowledge of pro-systems is a plus. 3-4 years of experience preferred or CPA in-progress. Excellent opportunity for promotion/partnership. Good Benefits. Tax season requires overtime, otherwise standard work hours**

Direct Placement: \$40,000 to \$50,000 annually.

Location **Downtown**

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Administrative / Office

Position **Medical Receptionist**

Description **Receptionist needed for a busy medical office. Applicants must thrive in a busy, multi-tasking environment. Excellent computer skills are a must, in particular, MS Word and Excel. Previous work experience is required; minimum 4 years. Good benefits are available: family medical, annual bonus, 401k, and parking provided.**

Temporary-to-Hire: \$15.00 - \$18.00 per hour

Location **Honolulu**

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Position **Litigation Secretary**

Description **Litigation Secretary needed for a prominent law firm. Litigation Secretary will provide administrative and secretarial support to the office. Applicants must have 3-4 years of experience as a legal secretary, ideally in litigation. Bankruptcy experience helpful. Applicants must be very detail-oriented and be able to multi-task. Working knowledge of MS Word and Excel required.**

Direct Placement: \$40,000 annually depending on experience

Location **Downtown Honolulu**

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Administrative / Office

Position **Legal Secretary**

Description **Secretary needed for a legal office. Strongly prefer candidates with Estate Planning experience. We are looking for someone with excellent organizational skills, exceptional written/verbal communication skills, and overall good people skills. Legal Secretaries will be working with confidential information with attorneys. Previous experience in a law setting is ideal. Knowledge of MS Word required.**

Direct Placement: \$38,000 to \$40,000 annually

Location **Downtown**

Contact Remedy Intelligent Staffing of Honolulu, (808) 733-8550,
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Position **Administrative Assistant, Downtown**

Description **Administrative Assistant needed to answer phones, file documents, schedule appointments, and perform other basic clerical duties. Admin Assistants will also be responsible for greeting people as they come into the office. Applicants must have a working knowledge of the Microsoft Office Suite (Word, Excel, basic Outlook). All interested should be organized, possess excellent written and verbal communication skills, and be able to multi-task.**

Temp-to-hire: \$10.00 per hour, Monday-Friday, 8:00am-5:00pm

Location **Downtown**

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Administrative / Office

Position	Administrative Assistant
Description	Administrative Assistant needed for a prominent hotel in Waikiki. Duties include answering phones, filing documents, and performing basic clerical functions. Applicants must have strong organizational skills and be able to multi-task. Also, a working knowledge of Microsoft Word and Excel is required. All interested should be eager to take on any new challenges that may arise in the service industry. Temp-to-Hire: \$10.00-\$12.00 hourly
Location	Waikiki
Contact	Remedy Intelligent Staffing of Honolulu, (808) 733-8550, Or e-mail jobs@remedyhawaii.com

Engineering

Position	Project Engineer Estimator
Description	Project Engineer Estimator needed for an electrical company. Previous experience is a must. Great benefits. Direct Placement: \$35,000 to \$70,000 annually depending on experience
Location	Aiea
Contact	Remedy Intelligent Staffing of Honolulu, (808) 733-8550, Or e-mail jobs@remedyhawaii.com



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General

Position	Call Center Operator
Description	Call Center Operators needed for an information services company. Duties include answering phones, describing products and services, answering caller's questions, assisting with phone orders, and other job-related duties as required. Product and service descriptions are available. However, most data will be gathered via Internet Search Engines by the operator. Exceptional computer skills and the ability to multi-task are required. Also, excellent communication skills are ideal. Applicants must be flexible with scheduling (work hours). Temp-to-Hire: \$10.00 per hour
Location	Airport
Contact	Remedy Intelligent Staffing of Honolulu, (808) 733-8550, Or e-mail jobs@remedyhawaii.com



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General

Position	Warehouse Order Puller
Description	Warehouse Order Puller needed for a publication company. Duties include collecting publications, placing them aside or in bins for delivery, and other job-related duties as required. 20 to 30 hours: Shifts may start as early at 5:30 am and can last to 8:30 pm. Variable shifts; must be flexible. Temporary-to-Hire: \$10.00 per hour
Location	Nimitz
Contact	Remedy Intelligent Staffing of Honolulu, (808) 733-8550, Or e-mail jobs@remedyhawaii.com

Position	Landscape Architect
Description	Architect needed for a landscape architecture firm. Experience consulting on projects with building engineers and architectural teams ideal. Marketing and Business Development experience also helpful. Direct Placement: Salary is Negotiable
Location	Honolulu
Contact	Remedy Intelligent Staffing of Honolulu, (808) 733-8550, Or e-mail jobs@remedyhawaii.com



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Health Care

Position	Unit Respiratory Coordinator
Description	Unit Respiratory Coordinator needed for a care unit. Previous supervisory experience or respiratory care experience ideal. Applicants must be a registered nurse. Direct Placement: \$70,000 to \$77,000 annually depending on experience
Location	Honolulu
Contact	Remedy Intelligent Staffing of Honolulu, (808) 733-8550, Or e-mail jobs@remedyhawaii.com

Human Resources

Position	Human Resources Manager
Description	Human Resources Manger needed for an information technology and services company. Candidates with HR Generalist background is ideal. Duties include managing daily operations of staff, evaluating and implementing HR policies, assisting with recruitment and training, maintaining "best practices", and other job-related duties as required. Candidates must have a 4-year college degree, 4-5 years minimum of Human Resources experience, and must have held a supervisory position. Candidates must be familiar with MS Word and Excel, and possess exceptional written and verbal communication skills. Direct Hire: \$40,000 to \$50,000 depending on experience
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Human Resources

Position	Human Resources Recruiter
Description	<p>Human Resources Recruited needed for a prominent hotel chain in Waikiki. Duties include staffing and recruitment of employees through the use of new, cutting edge strategies. An out-of-the-box thinker is ideal for this position. Other job-related duties will also be required, such as miscellaneous administrative duties. Applicants must possess exceptional interpersonal skills. Candidates must have knowledge of MS Word and Excel. 4-year college degree required. Related work experience will be considered.</p> <p>Direct Placement: \$60,000 to \$75,000 depending on experience</p>
Location	Waikiki
Contact	Remedy Intelligent Staffing of Honolulu, (808) 733-8550, Or e-mail jobs@remedyhawaii.com
Position	Human Resources Manager, Employment Relations
Description	<p>Human Resources Manager for Employment Relations needed for a local financial institution. Employment Relations Manager will be responsible for managing the daily operations of the department and staff. Duties include researching issues and concerns regarding EEO/AA administration; assisting with the development, implementation, and evaluation of HR policies, processes, and programs; investigating and responding to work-related problems raised by employees; etc.</p> <p>Applicants must have a college degree. Equivalent work experience will be accepted—must have a minimum of 5 years relevant work experience in a large corporate environment. Also, applicants must have a minimum of 3 years of experience in directly managing staff. Exceptional verbal and written skills are required. Strong interpersonal and analytical skills are required to excel in this position. Some travel may be required.</p> <p>Direct Placement: Salary is Negotiable</p>
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Human Resources

Position	Human Resources Director, Labor Relations / Union
Description	Human Resources Director needed for a leading domestic ocean shipping company. Seeking qualified candidates with Human Resources background, preferably with experience handling unions. Exceptional communication skills are a must. Knowledge of Microsoft Office Suite (Word/Excel/Outlook/etc.) is very helpful. Temp-to-Hire: \$50,000 to \$70,000 annually depending on experience
Location	Sand Island
Contact	Remedy Intelligent Staffing of Honolulu, (808) 733-8550, Or e-mail jobs@remedyhawaii.com

I.S.

Position	Applications Specialist
Description	Applications Specialist (Computer/Help Desk) needed for a law office. Applications Specialists' main task is to provide problem solving support and assist other I.S. staff. Staff Training of MS Word/Excel, and other firm used software will also be done regularly by the specialist in either a one-on-one basis or in a small group setting. Previous experience a must: one year of experience in computer software support AND training preferred. Temp-to-Hire: \$15.00 per hour
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Management

Position	Marketing Analysis Manger
Description	Marketing Analysis Manager needed for a local airline. Duties include statistical data analysis and reporting, figuring out customer patterns, and coordinating database needs for various departments. Other job-related duties will be assigned as necessary. Candidates must possess a bachelor's degree along with 3 to 5 years of relevant work experience. Applicants must also possess knowledge of statistical analysis concepts. Knowledge of Microsoft Reporting Services, Microsoft Access, and Oracle very helpful. Direct Placement: \$60,000 annually depending on experience
Location	Airport
Contact	Remedy Intelligent Staffing of Honolulu, (808) 733-8550, Or e-mail jobs@remedyhawaii.com
