



A LAW CORPORATION

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www.ahfi.com

OPEN POSITION: Utility Clerk

JOB SUMMARY:

In this full-time position the Utility Clerk will assist secretaries, attorneys, and staff with various clerical tasks, including, but not limited to: Scanning, downloading documents, Xeroxing documents, assisting in the compilation of documents to be filed at Court, filing and retrieving materials in client files, chronological files, closing files, etc. as well as assisting with indexing, tabbing, and sectioning of files, typing simple correspondence or labels, delivering items and routing mail, and assisting with mailings to include collating documents, stuffing envelopes and machine stamping. Will also provide support as a relief Receptionist and Messenger as needed. Performs other related duties as assigned.

QUALIFICATIONS:

- Applicant must be a high school graduate or equivalent with a minimum typing speed of twenty-five to thirty-five (25-35) words per minute and require 1-3 years of previous related work experience in a clerical or administrative setting.
- The position requires excellent, basic, clerical skills with emphasis on verbal and written communication skills (in English), good common sense; positive attitude; willingness to take initiative; and ability to maintain confidentiality.
- Must be proficient in Word Processing programs such as MS Word. Excel experience helpful but not required.
- Must be proficient using computers and e-mail systems.

Interested Applicants should submit a cover letter, resume, and completed application (available at www.ahfi.com) to Human Resources or hr@ahfi.com.

March 6, 2017