



PACIFIC INTERNATIONAL CENTER FOR HIGH TECHNOLOGY RESEARCH

Pacific Guardian Tower • 1440 Kapiolani Boulevard, Suite 1225 • Honolulu, Hawaii 96814

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PROJECT SUBCONTRACTS ASSISTANT

The Pacific International Center for High Technology Research is seeking a Subcontracts Assistant to provide support to the Hawaii Technology Development Venture and the Hawaii Renewable Energy Development Venture projects.

Duties: Provide support to the HTDV and HREDV project director and technical directors for day-to-day execution of subcontract administration. Position will also provide project-based support to the PICHTR Chief Financial and Contracts Officer. Specific responsibilities include: supporting development of subcontracts; developing and maintaining subcontract deliverables and milestones checklists; follow-up with subcontractors as necessary; and other subcontracts administration duties as assigned by the project and/or technical directors. The position will also provide day-to-day support to the Office Coordinator in ensuring smooth administrative operations of the projects.

Qualifications: Minimum five (5) years prior administrative assistant and/or subcontract administration experience. Bachelors degree is highly desirable. Since this position requires familiarity with government contracting procedures, relevant experience in or demonstrated aptitude toward dealing with government procurement and contracting is highly desirable.

Applicant must be detail oriented with outstanding organizational, oral and written communication skills and able to demonstrate proficiency with Microsoft Office suite including, but not limited to, Microsoft Project.

Interested parties should send a cover letter and resume to the following address or by e-mail to janel.pang@pichtr.org:

Ms. Janel Pang
ATTN: HUMAN RESOURCES
PICHTR
1440 Kapiolani Boulevard, Suite 1225
Honolulu, Hawaii 96814

PICHTR is an equal opportunity employer.

