OPERATIONS COORDINATOR

Location: Honolulu, HI

Company Overview

Founded in 2016, Orion Engineers & Associates is a professional engineering firm focused on airport civil engineering in Hawai'i, the U.S., and the Pacific. Orion provides planning, design, and construction management services for airport infrastructure projects, including airfield pavements, grading, drainage, roads, utilities, and related civil site improvements.

Orion's core values are centered around our employees. We recognize that our employees are essential to the success of our company, and our ability to deliver exceptional service to our clients depends on the skill, professionalism, and collaboration of our team. We encourage motivated individuals who enjoy working in a team environment and contributing to meaningful airport infrastructure projects to consider joining Orion.

Position Summary

Orion is seeking an Operations Coordinator to support the Business Operations Team and Managing Principals by providing administrative and operational assistance related to workflow coordination, reporting, resource tracking and organizational processes. Responsibilities include maintaining records and documentation, preparing reports, supporting scheduling and internal communications, and assisting with various administrative and clerical functions. This role contributes to the efficient operation of the organization by ensuring processes, information, and resources are organized, accurate, and effectively managed.

Key Responsibilities

In this role, key responsibilities will include:

General Responsibilities

- Provide a variety of administrative functions, which may include administrative support for the Business Operations Team and Managing Principals.
- Assist with operational reporting, documentation, and record maintenance activities.
- Coordinate workflows, schedules, meetings, and communications to support business operations and project delivery across the organization.
- Maintains accurate and up to date office and project files, documents, and records, including contracts, correspondence, and other business documentation.
- Organizes and files project-related and operational documents in accordance with established procedures and record management practices.
- Assists with document preparation, formatting, proofreading, editing, and distribution, ensuring professionalism and consistency in company communications.
- Coordinates internal communications and follows up on action items to support timely completion of tasks and initiatives.

- Processes employee expense reports and supporting documentation, ensuring accuracy and compliance with company policies.
- Provides payroll administrative support, including timesheet collection and review, payroll data verification, and coordination with payroll providers.
- Enters and maintains data within databases, spreadsheets, Deltek Ajera, and other business systems accurately and efficiently.
- Provides administrative support for project managers, team members and company leadership, including filing, scanning, copying, and overall document management.
- Supports proposal and marketing-related administrative activities as needed.
- Maintains confidential employee, payroll, financial, and business information with discretion and professionalism.

Decision-Making Authority

This position exercises professional judgment in routine administrative, payroll support, and operational activities. The Operations Coordinator is expected to prioritize multiple assignments and escalate issues, concerns, or discrepancies to supervisors when appropriate while supporting the implementation of established operational procedures and administrative processes. The role requires the ability to ensure accuracy and completeness of records, documentation, payroll-related data, and reporting information.

Qualifications

- High school diploma
- 0-2 years of administrative, operational support, office coordination, payroll support, or related experience
- Experience with Microsoft Office applications
- Strong verbal and written communication skills with the ability to collaborate effectively across all levels of the organization and provide exceptional internal and external customer service.
- Demonstrated ability to prioritize competing responsibilities, manage multiple deadlines, and work independently while exercising sound judgment and attention to detail.

Preferred Qualifications

- Bachelor's or Associate's degree in business administration, communications, or related field.
- Knowledge of the architecture/engineering (A/E) industry, engineering and construction terminology, and project delivery processes preferred.
- Experience with Deltek Ajera, payroll systems, CRM systems, or similar business software preferred.

- Knowledge of airport operations, aviation industry practices, and/or applicable regulatory requirements preferred.

Skills, Knowledge, and Abilities

The ideal candidate will demonstrate:

- Sound professional judgment and technical problem-solving ability.
- Strong organizational, administrative, and time management skills with the ability to manage multiple priorities and deadlines.
- Excellent verbal and written communication skills, including professional correspondence, document preparation, proofreading, and report development.
- Strong attention to detail and commitment to accuracy in documentation, data entry, reporting, payroll support, and recordkeeping.
- Ability to exercise sound judgment and maintain confidentiality when handling sensitive employee, financial, and business information.
- Knowledge of office administration, workflow coordination, document control, and records management practices.
- Ability to prioritize competing responsibilities, manage time effectively, and work independently with minimal supervision.
- Strong customer service orientation and commitment to providing responsive support to internal and external stakeholders.
- Commitment to teamwork, collaboration, operational excellence, and continuous improvement.

Physical Demands and Working Conditions

This position will primarily work in an office environment.

Some travel may be required for project assignments, business meetings, client engagement, conferences, or visits to Orion project sites and office locations. Airport-related work may require participation in security badging, background checks, safety briefings, or other access requirements.

Compensation and Benefits

Orion offers a competitive compensation and benefits package, which may include:

- 401(k) plus company matching
- Medical insurance
- Dental insurance
- Vision insurance
- Life insurance
- Paid time off
- Professional development assistance

- Overtime pay, as applicable
- Yearly bonus eligibility

Salary range will be based on work location, qualifications, experience, and business considerations.

Application Process

Interested applicants should submit a resume outlining their relevant administrative, operational, and office support experience. A cover letter is optional but highly encouraged and may be used to highlight organizational strengths, communication skills, and experience supporting business operations, project teams, or leadership.

Selected applicants may be contacted for an initial phone or virtual interview. Shortlisted applicants may be invited to interview with the hiring manager or executive leadership team. References may be requested as part of the final selection process.

Equal Employment Opportunity

Orion is an Equal Opportunity Employer. Employment opportunities are based on qualifications, capabilities, and the ability to perform the essential functions of the position. Employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by applicable law.