

# Fraud Investigation Specialist

Pacific Resource Partnership (PRP)

Integrity and fairness are values by which we operate. Exposing bad players within our community and raising awareness of issues that affect our local workforce is paramount to what we do. We fight for our local workers and businesses, and if you'd like to do the same then we'd like to know more about you.

## ABOUT PRP

PRP is a not-for-profit organization that represents the Hawaii Regional Council of Carpenters, the largest construction union in the state, and more than 240 of Hawaii's top contractors. Through this unique partnership, PRP has become an influential voice for responsible construction and an advocate for creating a stronger, more sustainable Hawaii in a way that promotes a vibrant economy, creates jobs and enhances the quality of life for all residents. For more information, visit [prp-hawaii.com](http://prp-hawaii.com).

## ABOUT THE POSITION

We are looking for a reliable, highly organized, and detail-oriented individual to join our team. You will be a member of our labor compliance team to raise awareness of non-compliant contractors that skirt Hawaii's labor, employment, and construction industry laws. Your primary responsibilities will be:

1. Participate in the development of overall team objectives and strategies that support HRCC and member contractors.
2. Plan and manage investigations, including comprehensive corporate research, evidence gathering, case file management, and complaint development.
3. Represent PRP within and outside the organization, building relationships with government agencies, businesses, and members of the community.

## ABOUT YOU

### Personal Strengths

- Interest in the development and construction industry and the role it plays in Hawaii's economy; we want you to enjoy and be passionate about your work and our work
- Resourceful, self-starter, extremely organized, and a good problem-solver and critical thinker
- Flexible and adaptable – able to prioritize multiple projects, duties and tasks while managing administrative support
- Ability to analyze and revise operating practices to improve efficiency

### Professional Qualifications

- Bachelor's Degree in business administration, public administration, or another field relevant to this role and responsibility
- Minimum 3-5 years of relevant work experience
- Strong corporate research abilities
- Excellent oral and written skills
- Proficient in Microsoft Office suites



### **Bonus Points**

- Experience in labor compliance, construction trades, or law enforcement
- Knowledge of construction industry
- Experience in private investigative techniques

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be an effective communicator (written and verbal) with interpersonal and teambuilding skills and the ability to build trust with diverse individuals and organizations. Must have the ability to work with sensitive information while maintaining strict confidentiality. In addition, the requirements listed above are representative of, but do not limit the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **HOW TO APPLY**

Please submit the following materials via email to [info@prp-hawaii.com](mailto:info@prp-hawaii.com):

- A dated cover letter or email, briefly summarizing your background and experience, as well as your objectives in applying for this position. The cover letter or email should include your contact information, including email address.
- A current resume no more than one page long, with education, professional experience and relevant community or industry leadership experience.

We will acknowledge receipt of applications within 10 business days. We will contact those individuals with whom we would like to move forward. Please do not submit any additional material such as references or letters of recommendation unless requested.

If you have any questions about these criteria or the process for review and selection, please contact us at [info@prp-hawaii.com](mailto:info@prp-hawaii.com).