

Career Opportunities



May 14, 2018

<u>Department</u>	<u>Location</u>	<u>Job. #</u>	<u>Job Title</u>	<u>Status</u>	<u># of Vac</u>	<u>E/NE</u>	<u>Salary</u>	<u>Job Opening Date</u>	<u>Job Posting Expires</u>
Lānaʻi Builders	Lānaʻi	17-40	Superintendent	FT	1	E	Salary	9/1/2017	
Warehouse	Lānaʻi	18-08	Warehouse/ Delivery Person CDL	FT	1	NE	23.85	4/3/2018	5/19/2018
Theater	Lānaʻi	18-14	Theater Attendant	C	1	NE	Hourly	3/23/2018	
Landscape Construction	Lānaʻi	18-20	Laborer	FT	4	NE	Hourly	4/20/2018	
Legal	Honolulu	18-21	Paralegal	FT	1	E	Salary	4/30/2018	
Warehouse	Lānaʻi	18-22	Storekeeper/ Delivery Person	C-T	1	NE	18.22	4/30/2018	5/19/2018
Sports Complex	Lānaʻi	18-23	Recreation Center Assistant	C	2	NE	Hourly	5/4/2018	
Cultural & Heritage	Lānaʻi	18-24	Interpretive Resource Management Ranger	FT	1	NE	Hourly	5/14/2018	

C= Casual T= Temporary FT= Full Time PT= Part Time

For immediate consideration please forward your applications at Human Resources - Central Services
 Applications for posted positions with expired dates are still accepted however will be considered late.

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Job Summary For Job Vacancies posted May 14, 2018

Superintendent

Number of Vacancy(ies): 1 Full Time

Location: Lānaʻi City

JOB RESPONSIBILITIES: Manage on-site planning and execution of construction projects for Lānaʻi Builders, coordinating field crews and subcontractors for successful delivery of projects relative to schedule, budget and quality. Responsible to work with Lānaʻi Builders Project Managers and to assist with the completion of projects for Pūlama Lānaʻi and its related business entities, such as, but not limited to, material quantity takeoff, ordering of materials and review of shop drawings.

JOB REQUIREMENTS: Minimum of 7 years of verifiable experience as a Superintendent, operating in a similar capacity. Knowledge and experience in construction of single family, low rise multi-family, commercial construction and local building codes. Full knowledge of site construction. Ability to make arrangements with all inspection agencies to inspect and accept completed work.

Able to read blueprints and specifications. Knowledge of "each trade" step by step progression in relation to itself as well as to other trades affected by it. Ability to determine at which point in the building process each trade is to begin and what the different phases of each trade are. Also to be able to determine which trades can work together simultaneously.

Requires excellent written and verbal communication and organizational skills and ability to follow oral and written instructions. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure. Working knowledge of PC based Microsoft Office and MS Project scheduling programs. Must have a valid Hawaii Driver's License.

Warehouse/ Delivery Person (CDL)

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Issues, delivers, stores, prices and rotates all incoming merchandise for Pūlama Lāna`i operations. Drives truck tractor, pulling semi and full trailer combination to haul material, equipment and miscellaneous freight between designated locations as instructed.

JOB REQUIREMENTS: Must have current State of Hawaii Driver's License with CDL "A" Endorsement. 1-2 years previous warehouse experience, preferred. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Theater Attendant

Number of Vacancy(ies): 1 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: Operates the box office selling movie tickets, show tickets, and gift cards to guests. Ensures outstanding guest service is provided to all guests. Answers the phone fielding questions about content, provide theater operational information, inform guests about prices, policies, etc. Enforces ratings to keep underage guests from accessing the theater without adult consent. Sell appetizing and properly prepared food and beverage items to our guests. Maintains the cleanliness of the concession area, theater lobbies & restrooms while controlling access to the theater.

JOB REQUIREMENTS: Must be proficient in use of a computer/ cash register. Good math and cash-handling skills. Ability to work varied shifts, including late nights, weekends and holidays. Must be able to provide a negative TB test. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Must be able to maintain a positive attitude and work under pressure. Ability to meet tight deadlines under minimal supervision.

Laborer

Number of Vacancy(ies): 4 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under limited supervision, performs general landscape construction work for projects, including but not limited to landscape installation, operation of small equipment and tools. May assist with irrigation installation. *Project is anticipated to be for a duration of 18 months.

JOB REQUIREMENTS: One to two years previous experience in landscape installation and landscape construction, preferred. Required to follow all safety standards for landscaping construction operations. Must be able to regularly lift and/or move up to 50 pounds. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Paralegal

Number of Vacancy(ies): 1 Full Time

Location: Honolulu

JOB RESPONSIBILITIES: The paralegal is the administrative and legal support for the Legal Department. Responsible for drafting and reviewing contracts, agreements, leases, easements, permits, licenses and other miscellaneous documents, and is tasked with creating and organizing corporate organizational documents. The Paralegal will also review, monitor and assist in compliance with applicable tax and related governmental reporting and registration requirements. The Paralegal will also respond to request for information and complete legal research.

JOB REQUIREMENTS: Bachelor's Degree or Paralegal Certificate, preferred. Three to five years previous law firm or in-house legal experience. Must be proficient in Microsoft Office. Requires excellent written and verbal communications and organizational skills. Must be self-motivated, have good organizational skills, and be able to work independently. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Must be able to maintain a positive attitude and work under pressure. Able to work in a stressful, fast paced environment. Must be able to travel to Lāna'i and Maui, as needed.

Storekeeper/ Delivery Person

Number of Vacancy(ies): 1 Casual, Temporary

Location: Lāna'i City

JOB RESPONSIBILITIES: Receives, labels, stocks, and distributes food and dry goods. Responsible for organization, sanitation and inventory control in part of the warehouse. Responsible for pick up and efficient transportation of materials throughout the operations. Responsible for the maintenance, upkeep and driving performance of delivery vehicles.

JOB REQUIREMENTS: Must have a valid State of Hawaii Driver's License. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. One to two years previous warehouse experience, preferred. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Recreation Center Assistant

Number of Vacancy(ies): 2 Casuals

Location: Lāna'i City

JOB RESPONSIBILITIES: Responsible for Lifeguard duties and related tasks at the Community Swimming Pool. Under the direction of the Recreation Center Manager, exercises personal initiative, judgment and management techniques in operation of the pool facilities to ensure that all activities at the swimming pool are conducted in a safe, friendly, and professional manner. Able to give emergency care if necessary.

JOB REQUIREMENTS: Must possess a current Red Cross CPR/AED Certificate, Red Cross Lifeguard Training Certificate and First Aid Certification. Must possess a valid State of Hawaii Driver's License. Excellent communication and people skills, required. Requires working to established procedures and maintaining reliable work attendance. Able to think and make effective decisions quickly. Must be able to maintain a positive attitude and work under pressure. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

Interpretive/ Resource Management Ranger

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: The Lāna`i Rangers provide interpretive services for visitors (residents and guests) informing them of the natural and cultural resources on the island of Lāna`i. Provide information to residents and visitors about the island's natural, cultural and historic resources through presentations, demonstrations, talks and guided tours and hikes. The rangers will facilitate the wise/ informed use and care of resources, development of interpretive trails, site maintenance, and offering of guided programs. Perform Archaeological monitoring duties as deemed necessary.

JOB REQUIREMENTS: Must be or become knowledgeable in Lāna`i's history. Must have valid Hawai`i Driver's License. Must be familiar with Outlook, Word, and Excel. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions.

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