

Career Opportunities



October 30, 2017

<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>
Natural Resources	Lānaʻi	17-28	Invasive Species Technician	FT	1	NE	Hourly	6/16/2017	
Lānaʻi Builders	Lānaʻi	17-40	Superintendent	FT	1	E	Salary	9/1/2017	
Legal	Honolulu	17-43	Associate General Counsel	FT	1	E	Salary	9/22/2017	
Hotel Lanaʻi Restaurant	Lānaʻi	17-45	F&B Server	C-TEMP	3	NE	9.25	10/9/2017	
Fleet	Lānaʻi	17-47	Fleet Lot Assistant	FT-TEMP	2	NE	Hourly	10/18/2017	
Administration	Honolulu	17-48	Office Assistant	FT	1	NE	Hourly	10/27/2017	
Hotel Lanaʻi Restaurant	Lānaʻi	17-49	Hostess	C-TEMP	1	NE	Hourly	10/27/2017	
Hotel Lanaʻi Restaurant	Lānaʻi	17-50	F&B Server	C	1	NE	9.25	10/27/2017	
Hotel Lanaʻi	Lānaʻi	17-51	Hotel and Lānaʻi City Bar & Grille Manager	FT	1	E	Salary	10/30/2017	
Development & Construction	Honolulu	17-52	Assistant Project Manager	FT	1	E	Salary	11/3/2017	

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 November 3, 2017

INVASIVE SPECIES TECHNICIAN

Number of Vacancy(ies): 1 Full Time

Location: Lānaʻi City

JOB RESPONSIBILITIES: Under the supervision and guidance of the Wildlife Biologist, assists with executing the Department's invasive species program.

JOB REQUIREMENTS: Must have a high school diploma, with a year of work experience in natural resource management. Some college coursework is preferred. An internship in natural resource work can be substituted for work experience. Must be proficient in Microsoft Office and Outlook. Experience with GPS, preferred. Must have a strong safety ethic. Must be able to drive 4-wheel drive, ATV and UTV vehicles on off-road conditions. Must be able to effectively, efficiently, and safely execute instructions and direction. Must have demonstrated knowledge of Hawaiian native flora, fauna, resource issues, and related field methods. Must be able to identify key invasive species, and research appropriate courses of action. Must be willing to work irregular hours, and serve on-call to assist in other program areas. Must have a demonstrated ability to work successfully as a productive team member with people of diverse cultures, ages, and educational backgrounds. Knowledge and experience with Hawaiian language, culture, and/or natural resources preferred; knowledge and experience in Lānaʻi resources and people preferred. Must be willing to work in remote field conditions and in inclement weather. Must be willing to fly in and work around helicopters. Ability to obtain Wilderness First Responder and Red Cross First Aid Certification. Must possess valid State of Hawaii Driver's License. Ability to obtain applicable herbicide and/or pesticide treatment licenses or certification. Ability to successfully complete basic wildland firefighter training.

ASSOCIATE GENERAL COUNSEL

Number of Vacancy(ies): 1 Full Time

Location: Honolulu

JOB RESPONSIBILITIES: Assists in protecting Pūlama Lānaʻi's legal interests and maintaining operations within the scope established by law. Provides hands-on counsel to management, identifies and analyzes legal issues, drafts key documents, presents recommendations, and assures legal compliance.

JOB REQUIREMENTS: Bachelor's degree in Law, required with a minimum of 5 years of experience in such matters as real property, corporate, contracts, environmental, planning, permitting, licensing, construction, water, utilities, intellectual property, employment, and related litigation. Hawaii bar membership must be in good standing. Must be proficient in Microsoft Office. Must possess a valid State of Hawaii Driver's License. Must be able to travel to Lānaʻi and Maui, as needed. Requires excellent written and verbal communication and organizational skills. Must be self-motivated 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. Must be able to maintain a positive attitude and work under pressure. Able to work in a stressful, fast paced environment.

SUPERINTENDENT

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Manage on-site planning and execution of construction projects for Lāna'i Builders, coordinating field crews and subcontractors for successful delivery of projects relative to schedule, budget and quality. Responsible to work with Lāna'i Builders Project Managers and to assist with the completion of projects for Pūlama Lāna'i 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.

F&B Server

Number of Vacancy(ies): 3 Casual – Temps & 1 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: Receives orders and serves guest's food and beverage requests. Responsible for the applicable checks and POS opening and closing.

JOB REQUIREMENTS: Previous experience in food service and/or dining room operations, preferred. Must have current TB Clearance. Must have current Maui County Liquor License. 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.

Fleet Lot Assistant

Number of Vacancy(ies): 2 Full Time-TEMPORARY

Location: Lāna`i City

JOB RESPONSIBILITIES: Under direction of the Fleet Lot Supervisor, assists with ensuring that all Company Fleet (vehicles, trucks & equipment) are properly cleaned, fueled, fluid levels checked and other maintenance tasks such as checking tire pressure, wheel alignment, etc. and any required adjustments are made.

JOB REQUIREMENTS: Knowledge in basic vehicle maintenance, preferred. Six months to one year experience in auto detailing, preferred. Must have current State of Hawaii Driver's License. Must have Forklift Certification. Must have Aerial Lift/ Scissor Lift Certification. 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.

Office Assistant

Number of Vacancy(ies): 1 Full Time

Location: Honolulu

JOB RESPONSIBILITIES: Provides secretarial support and administrative assistance for the Administration Department including, but not limited to greeting visitors, handling telephone calls, opening, mail duties, preparing correspondence and coordinating travel arrangements.

JOB REQUIREMENTS: Minimum of one to two years prior experience, preferred. Must be proficient in 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. Must have a high school diploma.

Hostess

Number of Vacancy(ies): 1 Casual - Temporary

Location: Lāna`i City

JOB RESPONSIBILITIES: Greets and seats guest in a professional and gracious manner displaying friendliness and cooperativeness. Organizes restaurant reservations and assists in servicing guest requests.

JOB REQUIREMENTS: Must have current TB Clearance. Must have current Maui County Liquor License. Previous training and/or experience as a hostess or in the customer service area, 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.

Hotel and Lānaʻi City Bar & Grille Manager

Number of Vacancy(ies): 1 Full Time

Location: Lānaʻi City

JOB RESPONSIBILITIES: The Manager is responsible for creating a high quality guest experience and profitable business for both the hotel and restaurant. Supervises Hotel Front Desk, Housekeeping, and Restaurant Staff (Hostess, Food Servers, and Bartenders). Ensures that regulations including Department of Health, Liquor Commission and OSHA are complied with.

JOB REQUIREMENTS: Must possess a valid Hawaii Driver's License. Must have a negative TB Clearance. Must have current Maui County Liquor License. Requires 2 years of previous Restaurant or Hotel experience in a supervisor or manager capacity. Requires 3 years of customer service experience. Demonstrate ability to lead teams. Social media experience, preferred. Must be proficient in Outlook, PowerPoint, Word, Excel and using the Internet. Requires excellent written and verbal communication and organizational skills. Must have attention to detail and be able to multitask. Requires relating to customers 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.

Assistant Project Manager

Number of Vacancy(ies): 1 Full Time

Location: Honolulu

JOB RESPONSIBILITIES: The Assistant Project Manager will be responsible for bringing strong attention to detail to the project process along with the ability to assist and manage the contracts, invoices/applications for payments, and technical data project process for the Development & Construction team. This position will analyze a wide spectrum of construction and consultant contracts and technical project documents with an eye towards achieving the best cost value and ensuring compliance with state and federal laws.

JOB REQUIREMENTS: Requires a minimum of three to five years previous administrative assistant experience in construction and experience in construction project management. Must possess a valid Hawaii Driver's License. Must be proficient in Outlook, PowerPoint, Word, Excel, and Adobe Acrobat Professional. Knowledge of PowerPoint and MS Project preferred. Requires excellent written and verbal communication and organizational skills. Must have attention to detail and be able to multitask. Requires relating to customers 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.

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