

# Career Opportunities



**July 16, 2021**

<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>
Warehouse	Lānaʻi	21-06	Warehouse/ Delivery Person CDL	FT-T	1	NE	\$24.81	1/29/2021
Koele Retreat Landscaping	Lānaʻi	21-07	Landscape Worker I	FT	1	NE	\$15.48	2/5/2021*
Koele Retreat Landscaping	Lānaʻi	21-15	Landscape Worker I	FT-T	1	NE	\$15.48	3/12/2021
Koele Retreat Landscaping	Lānaʻi	21-16	Landscape Worker I	FT	1	NE	\$15.48	3/12/2021*
Island Operations Landscaping	Lānaʻi	21-17	Landscape Worker I	FT-T	1	NE	\$15.48	3/12/2021
Koele Retreat Landscaping	Lānaʻi	21-29	Landscape Worker I	FT	1	NE	\$15.48	5/7/2021*
Lānaʻi Builders	Lānaʻi	21-32	Project Manager	FT	1	E	Hourly	5/13/2021
Island Operations Landscaping	Lānaʻi	21-33	Landscape Worker I	FT	1	NE	\$15.48	5/13/2021*
Hotel Lānaʻi	Lānaʻi	21-34	Front Desk Clerk	FT	1	NE	Hourly	5/24/2021
Lānaʻi Estates	Lānaʻi	21-37	Houseman	FT	1	NE	Hourly	5/28/2021
Lānaʻi Estates	Lānaʻi	21-41	Chief Engineer	FT	1	E	Salary	6/9/2021
Lānaʻi Estates	Lānaʻi	21-42	Property Engineer	FT	2	E	Salary	6/9/2021
Culture & Historic Preservation	Lānaʻi	21-43	CHP Ranger I	FT	1	NE	Hourly	6/9/2021
Hulopoʻe Beach Park	Lānaʻi	21-44	Hulopoʻe Beach Park Manager	FT	1	E	Salary	6/23/2021
Facilities	Lānaʻi	21-45	Housekeeper	FT	1	NE	\$15.15	6/28/2021*
Koele Retreat Landscaping	Lānaʻi	21-46	Landscape Worker II	FT	1	NE	\$15.97	6/28/2021*
Richard's Market	Lānaʻi	21-47	Assistant Butcher	FT	2	NE	Hourly	7/2/2021
Warehouse	Lānaʻi	21-48	Warehouse/ Delivery Person CDL	FT	1	NE	\$24.81	7/2/2021
Lānaʻi Air	Honolulu	21-49	Aircraft/Vehicle Detailer	FT	1	NE	Hourly	7/2/2021
Lānaʻi Air	Honolulu	21-50	Reservation Sales & Logistics Coordinator	FT	1	NE	Hourly	7/2/2021
Lānaʻi Air	Honolulu	21-51	Reservation Sales & Logistics Assistant	FT	1	NE	Hourly	7/2/2021
Conservation	Lānaʻi	21-53	Wildlife Technician	FT	1	NE	Hourly	7/9/2021
Richard's Market	Lānaʻi	21-54	Courtesy Clerk	FT	1	NE	Hourly	7/9/2021

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

*\*All ILWU Vacancies expire five (5) days after Job Opening Date*

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.

## Job Summary For Job Vacancies posted July 16, 2021

### Warehouse/ Delivery Person (CDL)

**Number of Vacancy(ies): 1 Full Time, 1 Full Time Regular Temporary**

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** Issues, delivers, stores, prices and rotates all incoming merchandise for Pūlama Lānaʻi 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. Must have or be able to obtain a Transportation Worker Identification Credential (TWIC) to access Lānaʻi's secured maritime facilities. Must have or be able to obtain a HazMat Endorsement. 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.

### Landscape Worker I

**Number of Vacancy (ies): 4 Full Time, 2 Full Time Temporary**

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** Under limited supervision, performs various basic tasks in the upkeep of the beautification of parks and city area grounds. Works with various hand tools such as hand trowels, garden shears, handweeders, hedge trimmers, etc. Performs other work (lifting, picking up rubbish or debris, irrigation, etc.). Operates non-riding mowers, weed whacker and does general PVC irrigation pipe connections and repairs.

**JOB REQUIREMENTS:** Requires landscaping and/or grounds keeping experience, preferred. Must be able to regularly lift and/ or move up to 25 pounds and occasionally 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.

## **Project Manager**

**Number of Vacancy(ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Manage all aspects of the building and site construction processes according to Company's quality standards while adhering to budgets, maintaining the construction schedule and adhering to building and safety codes. Plans, procures materials and subcontractors, organizes and directs activities of field trade employees, subcontractors, and suppliers at project site to meet the Company's construction schedule and projections. Provides supervision over field crews and evaluates performance of employees, subcontractors, suppliers, and vendors.

**JOB REQUIREMENTS:** Eight years of experience as a Project or Construction Manager. Knowledge and experience in construction of single family, low rise multi-family construction and local and Uniform Building Code. Must have full knowledge of site construction. Experience with cost controls and scheduling. Ability to make arrangements with all inspection agencies to inspect and accept completed product. 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, what the different phases of each trade are, and which trades can work together simultaneously. 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. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure. Knowledge of PC based spreadsheet programs, Microsoft Project, desirable. Must have a valid State of Hawaii Driver's License.

## **Front Desk Clerk**

**Number of Vacancy (ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Responsible for performing cashiering, guest check-in and check-out, handles hotel and dining reservations, and other related guest services at the Front Desk. Maintains accurate accounts for Front Desk and Accounting Departments. Notifies Housekeeping regarding guest room changes and updated room status.

**JOB REQUIREMENTS:** Previous experience in hotel office operations, preferred. Previous experience with computer operations and general accounting practices, desirable. Must be proficient in Outlook, Word, and Excel. Must have a valid state of Hawaii Driver's License. Requires relating to people in a friendly and professional manner. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Must be detail oriented. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to create effective working relationships with other employees and third party vendors. Must be able to foster teamwork within the department and with other business entities.

## Houseman

**Number of Vacancy (ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** This position is responsible for the heavy housework with the Estates residences to maintain the highest quality cleaning services and ensure principals' residences and all other associated properties meet the highest standards of cleanliness possible. Duties of the Houseman include, but are not limited to maintaining the cleanliness of the exterior structures, windows, walkways, patios, garage & parking areas, pool decks, exterior furniture, etc. Maintains and checks house propane levels and coordinates the filling of the tanks. Assist Housekeeping as requested by Estate Management with heavy lifting including furniture relocation, loading and unloading containers, shipments and deliveries.

**JOB REQUIREMENTS:** Previous experience in estate operations (building maintenance such as carpentry, plumbing, electrical, landscaping, housekeeping, stewarding, security, etc.), preferred. Must have a high school degree or equivalent. Must have valid State of Hawai'i Driver's License. Must be a highly motivated self-starter with excellent interpersonal skills with the ability to inspire confidence and professionalism to customers. Must relate well with employees, vendors, and customers. Ability to be on call and participate in 24-hour radio/ phone rotations, which may result in additional compensation as required by law. Must be able to work flexible shifts of morning and evenings along with weekends and holidays. Must have good organizational skills and be able to prioritize and handle multiple tasks demonstrating good time management. Must be familiar with cleaning standards. Must be able to work independently or as part of a team. Must have high energy level and stamina along with the ability to exhibit attention to details. Must be able to lift and or move up to 75 lbs. of force occasionally and/ or 50 lbs. frequently and 25 lbs. constantly.

## Reservation Sales & Logistics Coordinator

**Number of Vacancy(ies): 1 Full Time**

**Location: Honolulu**

**JOB RESPONSIBILITIES:** This position is a key role in selling and operating the Lāna'i Air charter air service. The dual role of selling and servicing must be delivered in a manner that is both high touch and high quality. Selling the private charter service will be done via referrals from the Four Seasons Lāna'i as well as through direct inquiries. Guest Service is a major part of this role. Contact will continue with guests as their charter date approaches. Logistical services will be executed by this position to include coordination of ground transportation and tracking the guest's inbound flights from the mainland or Asia. This position will participate in the ground service during the arrival and departure process as guests transition through the Lāna'i Air Hanger facility on O'ahu. This position will be responsible for other logistical coordination with third party vendors (aircraft operator, ground service support, and ground transportation) on Lāna'i and O'ahu. The primary goal of this position is to support the increased occupancy for the Four Seasons Hotels on Lāna'i.

**JOB REQUIREMENTS:** Must have a valid Hawai'i Driver's License. Must be able to obtain an AOA badge and ramp license from the State of Hawaii Department of Transportation. Two years of Hospitality experience with a high end resort, highly recommended. Two years of logistical coordination experience, recommended. Two years of clerical experience, recommended. Must be proficient in Microsoft Outlook, Word, Excel, Internet and other applicable software. Requires proficiency and professionalism in writing emails to passengers/ guests. Requires excellent written and verbal communication and organizational skills. Must be detail oriented. Requires good judgement and a common sense approach to the work. Able to think and make effective decisions quickly. Must be able to maintain a positive attitude and work under conditions that are changing on a moment's notice. Must be able to foster teamwork within the department and with other business entities. Requires an ability to take responsibility and be accountable. Must be able to handle a variety of tasks at the same time. Must be able to problem solve and identify resources to use when faced with irregular operations.

## **Chief Engineer**

**Number of Vacancy (ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** The Chief Engineer is responsible for the supervision of maintenance and engineering property operations of multiple buildings and grounds. Primary responsibilities will include the directions; coordination and control of activities and personnel in order to deliver superior customer service, provide safe and stable operation of the property and to optimize engineering efforts to keep operating expenses as low as possible. This is a "working" managerial position, where the Chief Engineer is expected to be actively involved in working with tools and in repair and maintenance operations. The Chief Engineer will also be responsible for overseeing and coordinating the project management and construction process for all renovations.

**JOB REQUIREMENTS:** Bachelor's Degree from a four-year college or university, preferred. Combined 5-10 years commercial building engineering, Construction Management or Facilities Management experience, required. Three years of supervisor experience as senior or equivalent lead role, required. Five years of facilities operational experience over multiple buildings, required. Experience in construction and maintenance cost estimating practices, required. Extensive experience in reading complex architectural, structural, mechanical, electrical, communications and landscaping plans, required. In-depth knowledge of general maintenance practices for structural, mechanical, electrical and landscaping components, required. Working knowledge on the functioning of HVAC units, required. EPA Technician Certification required, preferably Universal Classification. Highest-level state/ local license for stationary engineer and/or HVAC plus universal level refrigerant recovery license. BOM courses, desirable. SMA Designation, preferred. Building automation systems experience required. 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. Able to make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure. Must have a valid Hawaii Driver's License.

## **Property Engineer**

**Number of Vacancy (ies): 2 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** The Property Engineer will be responsible for the maintenance of multiple buildings and grounds, as assigned. Primary responsibilities will include the coordination and control of mechanical activities in order to deliver superior customer service, provide safe and stable operation of the property and to optimize engineering efforts to keep operating expenses as low as possible.

**JOB REQUIREMENTS:** Must have 5-10 years commercial building engineering, construction Management or Facilities Management experience. High school degree or equivalent. College degree, preferred. Equivalent time in another Building Trade is acceptable. Be willing to become trained and certified as EPA technician, preferably Universal Classification. Be willing to become trained and certified at highest-level state license for stationary engineer and/or HVAC plus universal level refrigerant recovery license. Extensive experience in reading complex architectural, structural, mechanical, electrical, communications and landscaping plans. In-depth knowledge of general maintenance practices for structural, mechanical, electrical and landscaping components. Working knowledge of the functioning HVAC units. Must be familiar with Outlook, Word and Excel. Willingness and ability to follow standard protocol, and to identify when additional resources or expertise are needed. Must be able to both take and give directions and work well as a team member. Must have a valid Hawaii Driver's License. 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. Able to make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure

## **CHP Ranger I**

**Number of Vacancy (ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** The Lāna`i Ranger will facilitate wise and informed use and care of resources, develop interpretive trails, maintain sites, perform archaeological monitoring, and offer guided programs. They will primarily be responsible for maintaining, restoring and stabilizing cultural and historic sites. They also provide interpretive services for visitors (residents and guests), informing them of the historic, natural and cultural resources on the island of Lāna`i through presentations, demonstrations, talks and guided tours.

**JOB REQUIREMENTS:** Must be or become knowledgeable in Lāna`i's history. Must be or become familiar with Outlook. 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 ability to follow oral and written instructions. Must have a valid Hawaii Driver's License. Must have First Aid/ CPR Certification.

## **Hulopo`e Beach Park Manager**

**Number of Vacancy(ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Responsible for the overall operation of Hulopo'e Beach Park, including; Landscaping grounds maintenance, facilities maintenance and campgrounds. Responsible for monitoring private dock and all activities associated with the dock. Ensures enforcement of beach park rules.

**JOB REQUIREMENTS:** Minimum four years water/ ocean operations supervisory or managerial experience, preferred. Must be proficient in Outlook, Word and Excel. Able to deal with the public and users of the beach park in a professional and courteous manner. Ability to plan, direct and supervise the work of the beach park staff. Must be familiar with pertinent Federal, State, and local laws, codes and regulations. Must have a valid Hawaii Driver's License. Must be CPR and First Aid Certified. Requires excellent 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. Ability to follow oral and written instructions. Able to make effective decisions quickly. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure.

## **Housekeeper (Facilities)**

**Number of Vacancy(ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Under limited supervision, cleans all transient units, dormitory rooms, halls, duplexes, bathrooms, community areas, and recreational buildings in accordance with quality standards set by management.

**JOB REQUIREMENTS:** Must possess a valid State of Hawaii Driver's License. Must have knowledge of the standard procedures and methods required for efficient and normal completion of required tasks. Requires good 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. Ability to follow oral and written instructions. Able to make effective decisions quickly. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure.

## **Landscape Worker II**

**Number of Vacancy (ies): 1 Full-Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Under limited supervision performs general labor work, including but not limited to grounds maintenance, pruning, planting, watering, applying fertilizers and general care of plants for the purpose of maintaining the landscape using "best practices." Operate equipment, tools and machinery associated with maintenance of the landscape, including hand tools, weed whackers, pruners; both hand and pole-trimming equipment, non-riding mowers, etc. Be part of a team to manage the overall operation, organization, development, renovation and maintenance of all Landscaping Operations.

**JOB REQUIREMENTS:** Mid to entry level position with some experience in the landscaping industry. Must be able to regularly lift and/or move up to 25 pounds and occasionally 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.

## **Assistant Butcher**

**Number of Vacancy(ies): 2 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Assists Butcher with cutting, trimming, preparing and packaging specific portions of meats, fish and fowl for sale to the consumer. Prepares and packages produce for sale to the consumer.

**JOB REQUIREMENTS:** Must possess current TB clearance. Must have knowledge of the standard procedures and methods required for efficient and normal completion of required tasks. Requires good 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. Ability to follow oral and written instructions. Able to make effective decisions quickly. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure.

## **Reservation Sales and Logistics Assistant**

**Number of Vacancy (ies): 1 Full-Time**

**Location: Honolulu**

**JOB RESPONSIBILITIES:** This role is tasked with assisting the Reservation Sales and Logistics Coordinators in the operation of the Lāna`i Air charter air service. In this role, guest service must be delivered in a manner that is both high touch and high quality. Contact will continue with guests as their charter date approaches. This role will assist with logistical services, including coordination of ground transportation and tracking of the guest's inbound flights into and within the State of Hawaii. This position will also participate in the ground service during the arrival and departure process as guests transition through the Lana`i Air Hanger facility on Oahu. This position may also be tasked with other logistical coordination with third party vendors (aircraft operator, ground service support, and ground transportation) on Lāna`i and Oahu. The primary goal of this position is to support the overall efforts of Lāna`i Air in increasing occupancy for the Four Seasons Hotels on Lana`i.

**JOB REQUIREMENTS:** Six months to one year experience in a similar capacity, preferred. Knowledge in basic vehicle maintenance, preferred. Must have valid Hawai'i Driver's License and be able to successfully complete Motor Vehicle Record review. Must be able to obtain an AOA badge and ramp license from the State of Hawai'i Department of Transportation. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 70 pounds. Must be flexible with schedule, including the ability to work within a 24/7 operation, including weekends, holidays and days off. Requires the highest level of professionalism and hospitality when interacting with Lāna'i Air guest. 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.

### **Aircraft/Vehicle Detailer**

**Number of Vacancy (ies): 1 Full-Time**

**Location: Honolulu**

**JOB RESPONSIBILITIES:** The Detailer is responsible for overall cleanliness of the aircraft, vehicles, ground equipment used in the operation, and assisting with the departure and arrival of the Lāna'i Air aircraft. Safety of the guest and assets are of utmost importance and the Ground Service Attendant is responsible to ensure that this is adhered to. The team will interact with the logistics coordinators and Western Aircraft crew and maintenance team on a regular basis. Communication is key to ensure a smooth and safe operation. The primary goal of this position is to support the increased occupancy for the Four Seasons Resorts on Lāna'i.

**JOB REQUIREMENTS:** Hospitality experience with a high end resort, highly preferred. One year of logistical coordination or sales/marketing experience and clerical, preferred. Six months to one year experience in a similar capacity, preferred. Knowledge in basic vehicle maintenance, preferred. Must have valid Hawai'i Driver's License and be able to successfully complete Motor Vehicle Record review. Must be able to obtain an AOA badge and ramp license from the State of Hawai'i Department of Transportation. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 570 pounds. Must be flexible with schedule, including the ability to work within a 24/7 operation, including weekends, holidays and days off. Requires the highest level of professionalism and hospitality when interacting with Lāna'i Air guest. 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.

### **Wildlife Technician**

**Number of Vacancy (ies): 1 Full Time**

**Location: Lāna'i City**

**JOB RESPONSIBILITIES:** As part of the Wildlife Program crew, assists with executing the Department's wildlife and invasive species programs. Assists with field work and monitoring for native and non-native wildlife species, including seabird colonies, coastal marine wildlife (e.g., monk seals and turtles), invertebrates, bats, non-native predators, and game mammals. Assists with control of non-native predators and invasive plants to protect native wildlife. Supports overall conservation programs to protect Lāna'i's natural resources, including habitat protection and improvement, use of remote monitoring equipment, and monitoring and survey activities in remote areas and steep (but beautiful) terrain.

**JOB REQUIREMENTS:** Must have a high school diploma. One year of work experience in natural resource management and/or some college coursework, preferred. Must be able to legally acquire, possess, and use firearms. Must be proficient in Microsoft Office and email. Experience with GIS, preferred. Must have a strong safety ethic. Must possess or be able to obtain a valid State of Hawaii Driver's License. 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 directions. Must have demonstrated knowledge of Hawaiian native flora, fauna, resource issues, and related field methods. Must be willing to work irregular hours, and serve on-call to assist in other program areas. Must be willing to work in remote field conditions and in inclement weather. Must be willing to fly in and work around helicopters. Must possess or be able to obtain a current State of Hawaii Hunting License. Must pass a criminal background check to indicate ability to acquire, possess, and use firearms. Must possess or be able to obtain Wilderness First Responder & Red Cross First Aid Certification and HAZWOPER Certification. Must be able to successfully complete basic wildland firefighter training.

### **Courtesy Clerk**

**Number of Vacancy (ies): 1 Full-Time**

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** Provides friendly, knowledgeable, enthusiastic, product information sales services to all customers at Richard's Market. Performs POS opening and closing procedures in keeping with company policies and procedures. Assists with inventory of merchandise and supplies as requested and assists in receiving incoming merchandise. Must have or be able to possess current Maui County Liquor certification.

**JOB REQUIREMENTS:** Prior retail sales and electronic cash register experience, preferred. 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.

*For immediate consideration please go to <https://pulamalanai.com/#careers> to access our job application.*

*You may email your completed application to [hr@pulamalanai.com](mailto:hr@pulamalanai.com), mail to P.O. Box 630310, Lānaʻi City, HI 96763, ATTN: Human Resources or submit it in the secured black dropbox in front of our Central building at 1311 Fraser Avenue.*