

October 4, 2021

Career Opportunities

JOB TITLE	DEPARTMENT	LOCATION	JOB #	STATUS	# OF VAC	E/NE	SALARY	JOB OPENING DATE
Landscape Worker I	Koele Retreat Landscaping	Lānaʻi	21-07	FT	1	NE	\$15.79	2/5/2021*
Landscape Worker I	Koele Retreat Landscaping	Lānaʻi	21-15	FT-T	1	NE	\$15.79	3/12/2021
Landscape Worker I	Koele Retreat Landscaping	Lānaʻi	21-16	FT	1	NE	\$15.79	3/12/2021
Landscape Worker I	Koele Retreat Landscaping	Lānaʻi	21-29	FT	1	NE	\$15.79	5/7/2021*
Project Manager	Lānaʻi Builders	Lānaʻi	21-32	FT	1	E	Salary	5/13/2021
Landscape Worker I	Island Operations Landscaping	Lānaʻi	21-33	FT	1	NE	\$15.79	5/13/2021*
Front Desk Clerk	Hotel Lānaʻi	Lānaʻi	21-34	FT	1	NE	Hourly	5/24/2021
Housekeeper	Lānaʻi Estates	Lānaʻi	21-36	FT	1	NE	Hourly	5/28/2021
Houseman	Lānaʻi Estates	Lānaʻi	21-37	FT	1	NE	Hourly	5/28/2021
Chief Engineer	Lānaʻi Estates	Lānaʻi	21-41	FT	1	E	Salary	6/9/2021
Property Engineer	Lānaʻi Estates	Lānaʻi	21-42	FT	2	E	Salary	6/9/2021
Hulopoʻe Beach Park Manager	Hulopoʻe Beach Park	Lānaʻi	21-44	FT	1	E	Salary	6/23/2021
Housekeeper	Facilities	Lānaʻi	21-45	FT	1	NE	\$15.15	6/28/2021*
Landscape Worker II	Koele Retreat Landscaping	Lānaʻi	21-46	FT	1	NE	\$15.97	6/28/2021*
Warehouse/Delivery Person CDL	Warehouse	Lānaʻi	21-48	FT	1	NE	\$25.81	7/2/2021*
Wildlife Technician	Conservation	Lānaʻi	21-53	FT	1	NE	Hourly	7/9/2021
CHP Ranger	Culture & Historic Preservation	Lānaʻi	21-56	FT	1	NE	Hourly	7/27/2021
Systems Administrator	IT	Lānaʻi or Honolulu	21-60	FT	1	E	Salary	8/4/2021
Executive Driver	Lānaʻi Air	Honolulu	21-64	FT	1	NE	Hourly	8/27/2021
Elite Greeter	Lānaʻi Air	Honolulu	21-65	FT	1	NE	Hourly	8/27/2021
Biosecurity Technician	Conservation	Lānaʻi	21-68	FT	1	NE	Hourly	9/17/2021
Payroll Coordinator	Human Resources	Honolulu	21-69	FT	1	NE	Salary	9/17/2021
Fleet Lot Assistant	Fleet	Lānaʻi	21-70	FT	1	NE	Hourly	9/20/2021
Landscape Worker I	Island Operations Landscaping	Lānaʻi	21-71	FT	1	NE	\$15.79	9/20/2021*
Guest Experience Specialist	Lānaʻi Air	Honolulu	21-72	FT	1	NE	Hourly	10/4/2021
Maintenance Mechanic 1C	Fleet Maintenance	Lānaʻi	21-73	FT	2	NE	28.62	10/4/2021*
Water Features Lead	Koele Parks Maintenance	Lānaʻi	21-74	FT	1	NE	Hourly	10/4/2021
Sales Associate	Resort Retail	Lānaʻi	21-75	FT	1	NE	Hourly	10/4/2021

JOB TITLE	DEPARTMENT	LOCATION	JOB #	STATUS	# OF VAC	E/NE	SALARY	JOB OPENING DATE
Sales Associate	Resort Retail	Lānaʻi	21-76	PT	1	NE	Hourly	10/4/2021

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.

POSTED OCTOBER 4, 2021

Job Summary for Job Vacancies

Landscape Worker

Number of Vacancy (ies): 5 Full Time, 1 Full Time Temporary

Location: Lānaʻi City

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, handweeder, 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.

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: Lānaʻi City

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.

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.

Hulopo'e Beach Park Manager

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

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.

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.

Front Desk Clerk

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

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.

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.

Housekeeper (Lāna`i Estates)

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

Responsibilities: This position will be responsible for maintaining the highest quality cleaning services to ensure that principals' residence and all other estate properties meet the high standards of cleanliness possible. Maintain cleanliness in hallways and stairways in main residence and all properties. Dust all furniture and fixtures, clean and polish all mirrors, chrome and other hard surfaces using only approved cleaning products. Attend to assigned daily projects and complete them on a timely manner. Report all burnt out light bulbs and any suspicious activity and emergencies.

Requirements: Must have a high school degree or equivalent. Current State of Hawai'i Driver's License, preferred. Must have a minimum 1 year experience in related field. 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 50 lbs. of force occasionally and/ or 25 lbs. frequently and 10 lbs. constantly.

Houseman

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

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.

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.

Chief Engineer (Lāna`i Estates)

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

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.

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. Must possess a valid Hawaii Driver’s License.

Property Engineer

Number of Vacancy (ies): 2 Full Time

Location: Lāna`i City

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.

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.

Housekeeper (Facilities)

Number of Vacancy(ies): 1 Full Time

Location: Lānaʻi City

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.

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: Lānaʻi City

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.

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.

Warehouse/ Delivery Person (CDL)

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

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.

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 Lāna`i'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.

Wildlife Technician

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

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.

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.

CHP Ranger I

Number of Vacancy (ies): 1 Full Time

Location: Lānaʻi City

Responsibilities: The Lānaʻi 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 Lānaʻi through presentations, demonstrations, talks and guided tours.

Requirements: Must be or become knowledgeable in Lānaʻi'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.

Systems Administrator

Number of Vacancy (ies): 1 Full-Time

Location: Lānaʻi City or Honolulu

Responsibilities: Responsible for upkeep, configuration and reliable operation of computer systems, including telephones, servers and network infrastructure. Able to identify network problems and solve them, but also make sure the email and data storage networks work properly and that employee workstations are connected to the network.

Requirements: Business Degree in Computer Science or its equivalent in training and experience, preferred. Knowledge of computer equipment, computer design techniques and controls, computer operations procedures and techniques, required. Knowledge of various computer platforms including Windows Active Directory, Cisco Call Manager, Cisco Networking equipment, VMWARE ESXi virtual servers, Veeam backup systems, Microsoft 365, Teams, Zoom, etc. required. Experience with routing, switching, network troubleshooting, optical fiber and Remote Access, preferred. Must be proficient in Outlook, Word, and Excel. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Able to think and make decisions quickly. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure. Ability work with limited supervision and be able to prioritize and manage time efficiently. Must have flexibility to be able to work weekends, holidays, at night and respond to IT emergencies. If position is based in Honolulu, will require overnight travel to Lanaʻi, which may include the weekends. Must have Valid Hawaii Driver's License and able to successfully complete Motor Vehicle Record Review.

Executive Driver

Number of Vacancy(ies): 1 Full Time

Location: Honolulu

Responsibilities: The Executive Driver transports the Four Seasons guest between the Honolulu International Airport and the Lānaʻi Air hangar. Vehicles may vary depending of the party size up to 11 passenger Sprinters. The Driver communicates with the Greeter and the Logistics team to ensure a smooth pickup of the guest at the curbside to provide a seamless, high quality transfer from the airport to the aircraft. Guest Service is a major part of this role. The primary goal of this position is to support the service and guest experience for both Four Seasons Hotels on Lānaʻi.

Requirements: High School Diploma or Equivalent. Experience in the Hospitality industry specifically with high end resort guests, highly recommended. Previous luxury chauffeur experience is highly desirable. Proficiency in Outlook, Word, Excel, Internet, SMS and other applicable software, preferred. Must be fluent in English, both verbal and written; bilingual is preferred, but not required. Must have valid Hawaiʻi 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 Hawaiʻi Department of Transportation. Able to show proof of COVID-19 Vaccination. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Must be flexible and able to adapt to rapidly shifting priorities as flight arrival and departure times change. Must be able to problem solve and identify resources to use when faced with irregular operations. Professional appearance and personal grooming is critical for this position. Must be detail oriented.

Elite Greeter

Number of Vacancy(ies): 1 Full Time

Location: Honolulu

Responsibilities: The Elite Greeter is the first contact that the Four Seasons guest meets when arriving at the Honolulu Airport. This member provides the guest with the first impression of Lānaʻi Air. The greeter handles all guest interactions with the highest level of hospitality and professionalism, noting special requests and sharing information with the logistics team to ensure that the guest has an exceptional experience. Guest Service is a major part of this role. The primary goal of this position is to ensure the Four Seasons Hotel experience starts as soon as the guest lands at Honolulu and again on their departure.

Requirements: High School Diploma or Equivalent. Experience in the Hospitality industry specifically with high end resort guests, highly recommended. Proficiency in Outlook, Word, Excel, Internet, SMS and other applicable software, preferred. Must be fluent in English, both verbal and written; bilingual is preferred, but not required. Must have valid Hawaiʻi 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 Hawaiʻi Department of Transportation. Able to show proof of COVID-19 Vaccination. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Must be flexible and able to adapt to rapidly shifting priorities as flight arrival and departure times change. Must be able to problem solve and identify resources to use when faced with irregular operations. Professional appearance and personal grooming is critical for this position. Must be detail oriented.

Biosecurity Technician

Number of Vacancy (ies): 1 Full-Time

Location: Lānaʻi City

Responsibilities: Under the supervision and guidance of the Botanist, supports and executes the invasive species programs and assists in the overall program planning and operation within the program. Lead biosecurity inspections of incoming plants, as well as routine monitoring of sites around the island for potentially invasive pests. Conducts physical field assessments and uses various types of monitoring devices to look for potentially invasive species introductions around the island.

Requirements: Must have high school diploma with a year of work experience in natural resource management. Some college coursework is preferred. An internship in a natural resource work can be substituted for work experience. Must be proficient in Microsoft Office and email. Experience with GPS, preferred. Must have valid Hawaiʻi Driver's License and be able to successfully complete Motor Vehicle Record review. Able to show proof of COVID-19 Vaccination. Must be able to drive 4-wheel drive, ATV and UTV vehicle on off-road conditions. Must have 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 be willing to fly in and work around helicopters. Ability to hike over uneven terrain for 5-7 miles and carry up to 30 pounds or over in inclement weather.

Payroll Coordinator

Number of Vacancy(ies): 1 Full Time

Location: Honolulu

Responsibilities: The Payroll Coordinator provides the primary payroll processing support for Pūlama Lanaʻi to ensure that payroll and employee paychecks confirm with Union Contracts and established standards; prepares worksheets and check requests for payment of all payroll liability accounts including net pay, taxes, employer benefits expenses and employee withholdings. The Payroll Coordinator also provides support to the Human Resources Department and performs general receptionist and administrative duties.

Requirements: Requires 3-5 years of previous payroll experience. Previous payroll experience with union employees, preferred. Must be proficient in Outlook, Word, and Excel. **Able to show proof of COVID-19 Vaccination.** 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. Attention to accuracy and detailed oriented. Works comfortably with little to no supervision during busy times. Understands sense of urgency and is a self-starter. Can demonstrate initiative. Able to work in a stressful, fast pace work environment. Must be able to maintain a positive attitude and work under pressure. May require occasional travel to Lānaʻi.

Fleet Lot Assistant

Number of Vacancy (ies): 1 Full-Time

Location: Lānaʻi City

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.

Requirements: Knowledge in basic vehicle maintenance, preferred. Six months to one year experience in auto detailing, preferred. Must have valid Hawaiʻi Driver's License and be able to successfully complete Motor Vehicle Record review. Able to show proof of COVID-19 Vaccination. Must have or be able to possess Forklift Certification and Aerial Lift/ Scissor Certification. Requires working to established procedures and maintaining reliable work attendance. Must be able to maintain a positive attitude and work under pressure.

Guest Experience Specialist

Number of Vacancy(ies): 1 Full Time

Location: Honolulu

Responsibilities: This position is a key role in selling and operating the Lānaʻi 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 Lānaʻi 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 Lānaʻi Air Hanger facility on Oʻahu. This position will be responsible for other logistical coordination with third party vendors (aircraft operator, ground service support, and ground transportation) on Lānaʻi and Oʻahu. The primary goal of this position is to support the increased occupancy for the Four Seasons Hotels on Lānaʻi.

Requirements: Must have valid Hawaiʻi 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 Hawaii Department of Transportation. Able to show proof of COVID-19 Vaccination. 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.

Maintenance Mechanic 1C

Number of Vacancy(ies): 2 Full Time

Location: Lāna`i City

Responsibilities: Maintains, diagnoses, and repairs mechanical equipment including trucks, heavy equipment and related support equipment. Dismantles, repairs, constructs, and maintains machinery and equipment with a high degree of skill. Analyzes, repairs and maintains hydraulic and electrical systems with an expert understanding of hydraulic and electrical schematics. Plans, performs and at times may direct work.

Requirements: Must have an understanding of welding and have an ability to weld and cut mild steel. Must have working knowledge of mechanical, electrical and hydraulic components of equipment. Must have valid Hawai'i Driver's License and be able to successfully complete Motor Vehicle Record review. Able to show proof of COVID-19 Vaccination. Must be able to read, understand, interpret, and apply information from service and maintenance manuals and other publications. Requires excellent written, verbal, oral communication and organizational skills. Requires working to established procedures and maintain reliable work attendance.

Water Features Lead

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

Responsibilities: This role is primarily responsible for assisting with supervising the Water Tech I & II while providing maintenance of the water features at Kō'ele Adventure Park and Sculpture Gardens. Duties will include daily cleaning of the water features and skimmers, as well as equipment maintenance, including monitoring pumps and valves and performing back-wash procedures when needed.

Requirements: Previous experience in a water feature/ pond maintenance operation is required. Previous experience working with pumps and motors is required. Must have valid Hawai'i Driver's License and be able to successfully complete Motor Vehicle Record review. Able to show proof of COVID-19 Vaccination. Must be able to pass training for First Aid Certification and CPR Training. Experience in Outlook, Word, and Excel, preferred. Requires written and verbal communication skills and ability to follow oral and written instructions. Requires relating to people in a friendly and professional manner. 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.

Sales Associate

Number of Vacancy(ies): 1 Full Time, 1 Part Time

Location: Lānaʻi City

Responsibilities: Provides friendly, knowledgeable and prompt sales service to all guests and customers. Keeps abreast of in-stock levels, by size and color if appropriate and assists with replenishing of all merchandise and supply levels in the store. Performs daily cleaning and stocking of supplies throughout the store. Ensures all products are properly displayed in a neat and organized manner. Performs POS opening and closing procedures in keeping with company policies and procedures.

Requirements: Prior retail sales and electronic cash register experience, preferred. Able to show proof of COVID-19 Vaccination. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. 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. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

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.