

May 20, 2022

# Career Opportunities

JOB TITLE	DEPARTMENT	LOCATION	JOB #	STATUS	# OF VAC	E/NE	SALARY
<b>Accounts Payable Supervisor</b>	Finance	Honolulu	22-41	FT	1	E	Salary
<b>Assistant Controller</b>	Finance	Honolulu	22-42	FT	1	E	Salary
<b>Biosecurity Technician</b>	Conservation	Lānaʻi	22-05	FT	1	NE	Hourly
<b>CHP Ranger</b>	Culture & Historic Preservation	Lānaʻi	21-56	FT	1	NE	Hourly
<b>Cook</b>	Boom Bang	Lānaʻi	22-32	FT	4	NE	Hourly
<b>Courtesy Clerk</b>	Lānaʻi Service Station	Lānaʻi	22-37	FT	1	NE	Hourly
<b>Damage Control Assistant</b>	Game Management	Lānaʻi	22-21	FT	1	NE	Hourly
<b>Dining Attendant</b>	Boom Bang	Lānaʻi	22-33	FT	1	NE	Hourly
<b>Director of Lānaʻi Amphitheater</b>	Entertainment Management	Honolulu	22-26	FT	1	E	Salary
<b>DSO Apprentice *</b>	Utilities	Lānaʻi	21-95	FT	2	NE	\$16.64
<b>Elite Greeter</b>	Lānaʻi Air	Honolulu	21-65	FT	1	NE	Hourly
<b>Equipment Operator I</b>	Koele Grounds	Lānaʻi	22-40	FT	1	NE	\$17.16
<b>F&amp;B Server</b>	Boom Bang	Lānaʻi	22-31	FT, PT, C	2	NE	Hourly
<b>Fleet Lot Assistant</b>	Fleet Maintenance	Lānaʻi	22-47	FT	1	NE	Hourly
<b>Front Desk Clerk</b>	Hotel Lānaʻi	Lānaʻi	21-34	FT	1	NE	Hourly
<b>General Superintendent</b>	Lānaʻi Builders	Lānaʻi	22-14	FT	1	E	Salary
<b>Ground Service Attendant</b>	Lānaʻi Air	Honolulu	21-98	FT	1	NE	Hourly
<b>Guest Experience Assistant</b>	Lānaʻi Air	Honolulu	22-29	FT	1	NE	Hourly
<b>Guest Experience Specialist</b>	Lānaʻi Air	Lānaʻi	21-106	FT	1	NE	Hourly
<b>Guest Experience Specialist</b>	Lānaʻi Air	Honolulu	22-51	FT	1	NE	Hourly
<b>Heavy Truck Driver*</b>	Rock & Concrete	Lānaʻi	22-13	FT	1	NE	\$27.15
<b>Horticulture Manager</b>	Island Operations	Lānaʻi	21-101	FT	1	E	Salary
<b>Housekeeper</b>	Lānaʻi Estates	Lānaʻi	21-36	FT	1	NE	Hourly
<b>Housekeeper*</b>	Facilities	Lānaʻi	22-10	FT	2	NE	\$15.45
<b>Houseman</b>	Lānaʻi Estates	Lānaʻi	21-37, 21-102	FT	3	NE	Hourly
<b>Laborer</b>	Landscape Construction	Lānaʻi	22-23, 22-43	FT	1	NE	Hourly
<b>Laborer I*</b>	Rock & Concrete	Lānaʻi	22-12	FT	1	NE	\$19.53
<b>Landscape Worker I*</b>	Kōʻele Retreat Landscaping	Lānaʻi	21-15	FT-T	1	NE	\$16.11
<b>Landscape Worker I*</b>	Kōʻele Retreat Landscaping	Lānaʻi	21-16, 21-29, 22-46	FT	3	NE	\$16.11

JOB TITLE	DEPARTMENT	LOCATION	JOB #	STATUS	# OF VAC	E/NE	SALARY
<b>Landscape Worker I*</b>	Island Operations Landscaping	Lānaʻi	21-33	FT	1	NE	\$16.11
<b>Landscape Worker III*</b>	Koele Retreat Landscaping	Lānaʻi	21-39	FT	1	NE	\$19.10
<b>Logistics Coordinator</b>	Development & Construction	Lānaʻi	22-19	FT	1	E	Salary
<b>Logistics Coordinator Assistant</b>	Development & Construction	Lānaʻi	22-24	FT	1	NE	Hourly
<b>Manager Lānaʻi Amphitheater</b>	Entertainment Management	Lānaʻi	22-27	FT	1	E	Salary
<b>Maintenance Mechanic 1C*</b>	Fleet Maintenance	Lānaʻi	22-48	C	1	NE	\$28.62
<b>Park Ranger</b>	Hulopoe Beach Park	Lānaʻi	22-18, 22-49, 22-52	FT	3	NE	Hourly
<b>Recreation Center Assistant</b>	Sports Complex	Lānaʻi	22-30	FT	1	NE	Hourly
<b>Sales Associate</b>	Resort Retail	Lānaʻi	22-44	FT	3	NE	Hourly
<b>Sales Associate</b>	Resort Retail	Lānaʻi	22-45	C	1	NE	Hourly
<b>Superintendent (Construction)</b>	Lānaʻi Builders	Lānaʻi	22-28	FT	1	E	Salary
<b>Systems Administrator</b>	IT	Lānaʻi or Honolulu	21-60	FT	1	E	Salary
<b>Theater Attendant</b>	Theater	Lānaʻi	22-50	C	2	NE	Hourly

In order to ensure a healthy and safe work environment, Pūlama Lānaʻi requires all employees to be fully vaccinated for COVID-19.

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 to [hr@pulamalanai.com](mailto:hr@pulamalanai.com) or at Human Resources - Central Services.  
Applications for posted positions with expired dates are still accepted however will be considered late.

POSTED May 20, 2022

## Job Summary for Job Vacancies

### Accounts Payable Supervisor

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

**Location:** Honolulu

**Responsibilities:** Oversees all Accounts Payable and disbursement processing for all Lānaʻi Resorts LLC dba Pūlama Lānaʻi companies. Responsible for hiring and training new staff and reviewing work completed by the A/P and Purchasing staff on Lanai and in Honolulu to ensure proper posting in the financial statements and timely payment processing to vendors and employees. In coordination and with the support of the Controller, responsible for establishing, communicating, and implementing policies and procedures that support these outcomes.

**Requirements:** Two to four years in Accounts Payable or Accounting. Experience with working with multiple entities highly preferred. Supervisory experience, required. Must be proficient in Outlook, Word, and Excel. Must be able to multi-task, work independently, and meet deadlines. Requires excellent written and verbal communication and organizational skills.

### Assistant Controller

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

**Location:** Honolulu

**Responsibilities:** The Assistant Controller will oversee the General Ledger team, managing the general ledger processes including fixed assets management (including book and tax depreciation), balance sheet account reconciliations, and other general ledger functions including payroll journal entry imports. The Assistant Controller shall also assist the Controller on financial reporting, forecasting and budgeting.

**Requirements:** Five years of Accounting experience with emphasis in general accounting. BA Degree in Accounting, preferred. Must have strong understanding of general accounting processes. Supervisory experience, required. Must be proficient in Outlook, Word, and Excel. Must have valid Hawaiʻi Driver's License and be able to successfully complete Motor Vehicle Record review. Requires excellent written and verbal communication and organizational skills. Must be able to maintain a positive attitude and work under pressure. Requires working to established procedures and maintaining a reliable work attendance. Able to think and make effective decisions quickly.

## 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. 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.

## 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.

## Cook

**Number of Vacancy (ies):** 4 Full Time, Part Time or Casual

**Location:** Lānaʻi City

**Responsibilities:** Assists Chef with preparation of hot sauces; soups; broths; stews; and braised, sautéed, and roasted meats, fish, and poultry. Prepares cold meats and cooks vegetables. Assists with expediting food orders for the shift to include entire hot line, pantry, and dessert stations. May assist with preparing desserts, pastries, confections, and ice cream. Assists with cutting, trimming, and preparing specific portions of meats, fish, and fowl for various cooking methods.

**Requirements:** Must have 1 to 2 years of prior training and/or experience as a cook in a restaurant. Must have a current TB Clearance. Must be able to maintain a positive attitude while working under pressure. Requires excellent verbal and written instructions. Requires working to established procedures and maintaining reliable work attendance.

### Courtesy Clerk

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

**Location:** Lānaʻi City

**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.

**Requirements:** Prior retail sales and electronic cash register experience, preferred. Must be available to work on week-ends. 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.

### Damage Control Assistant

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

**Location:** Lānaʻi City

**Responsibilities:** Under the direction of the Damage Control Specialist, participates in the implementation of damage control programs and project activities managing and controlling game and invasive species to protect private property, and native species and habitats. Conducts control activities primarily overnight including hazing, and other removal techniques for ungulate species including axis deer and mouflon sheep. Collects data on ungulate presence and populations using written and electronic devices. May participate occasionally in the construction and maintenance of deer exclosures (fencing), wildlife traps, watering units, firing ranges, trails and other features. May participate occasionally in ecosystem enrichment to include native plant restoration, eradication of invasive plant and animal species, and restoration of wildlife habitats.

**Requirements:** Must have a strong safety ethic. Must be able to work an overnight shift (7:00pm-3:30am). Must be able to drive 4 wheel drive, ATV, and UTV vehicles on off-road conditions. Must possess or be able obtain a current State of Hawaii Driver's License and be able to successfully complete a Motor Vehicle Record Review. Must be proficient in Microsoft Office. Must be able to effectively, efficiently, and safely execute instructions and direction. Must be able to identify key plant and animal species in the field – native and invasive. Must have demonstrated knowledge of Hawaiian native flora, fauna, resource issues, and related field methods. Must have excellent verbal and written communication skills, professional appearance and demeanor, and ability to interact with staff, clients and community members productively. Must have an ability to work effectively and safely in a team environment. Must be willing to work in remote field conditions and in inclement weather. Must be available to participate in key emergency management roles for Pulama Lanai. Must be able to obtain wilderness first aid certification and participate in other company required trainings.

## Dining Attendant

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

**Location: Lāna`i City**

**Responsibilities:** Responsible for assisting Food Servers in servicing guests, keeping work areas clean, and keeping work stations stocked as necessary.

**Requirements:** Must have a current TB Clearance. Requires relating to people in a friendly and professional manner. Requires excellent verbal communication skills and must be able to maintain a positive attitude and work under pressure. Must have knowledge of the appropriate table settings and service ware.

## Director of Lāna`i Amphitheater

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

**Location: Honolulu**

**Responsibilities:** The Lāna`i Amphitheater is a new business operation. It is a 700 hundred seat outdoor venue located adjacent to the Four Seasons Lāna`i (Manele). The facility will be capable of hosting events on a scale that includes national televised acts to Lāna`i Community Arts programs. This position will be responsible for all aspects of the facility operation including policy development, control of the booking calendar, event operations and ongoing maintenance and security. This position is required to have the technical, mechanical and managerial skills to provide leadership for the Entertainment Management team as well as departments collaborating to maintain the amphitheater.

**Requirements:** Must have previous experience with venue management and promotion of events. Prior supervisory experience required and proven record of leadership of teams. Must have a record operating at a high level of competence relative to safety and maintenance of facility. Must be proficient in Outlook, Word and Excel. Ability to work independently and lead a team. Must be able to work flexible shifts of mornings & evenings, along with weekends and holidays. Ability to recognize potentially dangerous or hazardous conditions and immediately take corrective or preventive actions. Must possess a current State of Hawaii Driver's License and be able to successfully complete a Motor Vehicle Record Review. Must be detail oriented.

## Distribution Systems Operator (DSO) Apprentice I

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

**Location: Lāna`i City**

**Responsibilities:** Performs general maintenance, repair, and construction work on the potable water treatment and distribution system of the Lāna`i Water Company. Operates maintenance and construction tools and equipment; performs a variety of maintenance tasks relative to water distribution and treatment; operates and maintains wells, reservoirs and treatment facilities, inspects residential and commercial service issues.

**Requirements:** Must be available to cover for call outs. Must have basic math skills. Must be proficient with the use of computers. . Must have a current State of Hawaii Driver's License and be able to successfully complete a Motor Vehicle Record Review. Ability to create effective working relationships with employees. Requires excellent written, verbal, oral communication and organizational skills. Requires working to established procedures and maintain reliable work attendance. Able to think and make effective decisions quickly. Must be able to maintain a positive attitude and work under pressure. Requires relating to people in a friendly and professional manner.

### 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 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 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.

### F&B Server

**Number of Vacancy (ies):** 2 Full time, Part Time, or Casual

**Location:** Lānaʻi City

**Responsibilities:** Receives, orders, and serves customer's food and beverage orders. Responsible for the applicable checks and POS opening and closing. Responsible for proper set up of the dining room, including tables and kitchen work area.

**Requirements:** Previous work experience in food service and/or dining room operations, preferred. Must have a current TB Clearance card and 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.

## Fleet Lot Assistant

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

**Location:** Lāna`i City

**Responsibilities:** Assists with ensuring all Company Fleet (vehicles, trucks & equipment) are properly cleaned and fueled. Completes all maintenance tasks such as checking fuel levels, tire pressure and wheel alignment, and ensuring that any required adjustments are made. Transports vehicles and equipment to designated areas.

**Requirements:** Knowledge in basic vehicle maintenance, preferred. Six months to one year experience in auto detailing, preferred. Must have valid Hawai'i Driver's License and be able to successfully complete Motor Vehicle Record review. Must have or be able to obtain a Forklift Certification and Aerial Lift/ Scissor Lift Certification.

## 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 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.

## General Superintendent

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

**Location:** Lāna`i City

**Responsibilities:** The General Superintendent provides field supervision for all phases of construction to complete the Company's construction schedule and meet the Company's projections.

**Requirements:** Must have 10 years of field experience, with 4 years as a Superintendent. Requires full knowledge of commercial/ industrial building construction, local, and Uniform Building Codes. Must have knowledge of cost controls and scheduling. Ability to make arrangements with various inspection agencies to inspect and accept completed product. BS Degree in Civil, Mechanical, Architectural or Structural engineering highly desirable. Ability to read blueprints and specifications. Must be proficient in Outlook, Word, and Excel. Ability to determine at which point in the building process each trade is to begin and what the different phases of each trade are. Able to determine which trades can work together simultaneously. Must have valid State of Hawaii Driver's License and successful review of Motor Vehicle Record.

## Ground Service Attendant

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

**Location:** Honolulu

**Responsibilities:** The Ground Service Attendant is responsible for the overall cleanliness of the aircraft, vehicles, ground equipment used in the operation, and assisting with the departure and arrival of the Lānaʻi 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.

**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 Hawaiʻi Driver's License and 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. 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 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 Lānaʻi Air guest. 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.

## Guest Experience Assistant

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

**Location:** Honolulu

**Responsibilities:** This role will assist the Guest Experience Specialist with logistical services, including coordination of ground transportation and tracking of the guest's inbound flights into and within the State of Hawaii. 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 position will also participate in the ground service during the arrival and departure process as guests transition through the Lanaʻi 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 Lānaʻi and Oahu.

**Requirements:** Hospitality experience with a high end resort, highly preferred. One year of logistical coordination or Sales & Marketing experience, preferred. One year of clerical experience, preferred. Must be proficient in 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. Requires relating to people in a friendly and professional manner. Ability to think and make effective decisions quickly. Ability to create effective working relationships with employees and work harmoniously and professionally with co-workers and third party vendors. Must be detail oriented. 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.

## Guest Experience Specialist

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

**Location:** Lānaʻi City

**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 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 successfully complete a Motor Vehicle Record review. Must be able to obtain an AOA badge and ramp license from the State of Hawaii DOT. Two years of Hospitality experience with a high end resort, highly recommended. Two years of logistical coordination and clerical experience, recommended. Must be proficient in Microsoft Office and other applicable software. Requires proficiency and professionalism in writing emails to passengers/ guests. Must be detail oriented and have excellent organizational skills. 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.

## Heavy Truck Driver

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

**Location:** Lānaʻi City

**Responsibilities:** Drives trucks (Dump Truck, Cement Truck (Mixer), Heavy Lift Truck (15 ton), Truck Tractor (Semi), etc.) making deliveries of aggregate, concrete, freight, and miscellaneous products between designated locations as instructed. Maintains report book, receives and delivers various shipping papers, and signs for and obtains signatures for material.

**Requirements:** Must have valid State of Hawaii Driver's License with a CDL Class "B" endorsement and successful review of Motor Vehicle Record. Excellent communication and people skills, required. 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. Must be able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 25 pounds.

## Horticulture Manager

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

**Location:** Lānaʻi City

**Responsibilities:** Provides Horticultural management and direction to Island Operations programs and physical properties. Supervises the routine horticulture, landscaping, maintenance activities and provides guidance to staff on proper methods and procedures for installing and maintaining landscaping projects. Plans, evaluates and manages all horticulture activities, including the selection of plants to be propagated and grown, treatments for the control of pests, upkeep of material and operations. Assists Director of Island Operations with annual landscape operating budget and monitors expenditures to ensure compliance. Determines annual plant needs; purchases plants, fertilizers, chemicals and other supplies for Nursery and other landscape projects.

**Requirements:** Three to five years of experience and knowledge of techniques and principals used in horticultural activities, including practices to promote plant health with the proper use of fertilizers and pesticides to control plant pests. Previous supervisory experience, preferred. Knowledge of regulations governing pesticide application, landscape construction, horticultural practices, irrigation systems, maintenance, chemical pesticides and insect control. Knowledge and experience in growing and maintaining tropical, ornamental plants within a maintenance of world class hotel and grounds. Skills in the use of landscaping tools and equipment. Must be proficient in Outlook, Word and Excel. Must have a valid State of Hawaii Driver's License and successful review of Motor Vehicle Record. Must have current State of Hawai'i Restricted-Use Pesticide Applicators License. Able to think and make effective decisions quickly. Requires working to established procedures and maintaining reliable work attendance.

## Housekeeper (Lānaʻi Estates)

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

**Location:** Lānaʻi 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 and 1 year experience in related field. Current State of Hawai'i Driver's License, preferred. Must be a self-starter with excellent interpersonal skills with the ability to inspire confidence and professionalism to 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 be familiar with cleaning standards. Must be able to work independently or as part of a team and demonstrate good time management. Must be able to lift and or move up to 50 lbs. of force occasionally and/ or 25 lbs. frequently and 10 lbs. constantly.

## Housekeeper (Facilities)

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

**Location: Lāna`i 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.

## Houseman

**Number of Vacancy (ies): 3 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.

## Laborer I (Rock & Concrete)

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

**Location: Lāna`i City**

**Responsibilities:** Performs general heavy construction labor duties such as lifting (up to 50 pounds), picking up trash and debris, working with pipes and heavy equipment operators, building pads, trenching, concrete work, and assisting with various types of grading.

**Requirements:** Must have knowledge of standard procedures and methods required for efficient and normal completion of required tasks. Must possess a valid State of 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. 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 I

**Number of Vacancy (ies): 4 Full Time, 1 Full Time Temporary**

**Location: Lāna`i 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.

## Landscape Worker III

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

**Location: Lāna`i City**

**Responsibilities:** Under limited supervision properly operates equipment such as the riding mower, chipper, etc. Performs work on PVC irrigation pipes, performs various landscaping functions. Works with the Supervisor and is responsible for oral/written reports on activities assigned by Supervisor and Lead Landscape Worker. Must have knowledge of various operations such as turf, pruning, grounds maintenance, landscaping, etc. Drives employees to and from job sites, etc. Operates equipment such as riding mowers, chippers and power tools such as weed whackers, power mowers, power chainsaws, etc.

**Requirements:** Mid position with some experience in the nursery or landscape industry. Must have valid Hawai'i Driver's License and be able to successfully complete Motor Vehicle Record review. 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.

## Landscape Worker II (Landscape Construction)

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

**Location: Lāna`i City**

**Responsibilities:** Performs general Landscape construction work, including but not limited to, landscape installation and operation of small equipment and tools. May assist with irrigation installation.

**Requirements:** At least 1 to 2 years previous experience in landscape installation and landscape construction, 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. 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.

## Logistics Coordinator Assistant

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

**Location: Lāna`i City**

**Responsibilities:** The Logistics Assistant is responsible for assisting the Project Managers with coordinating logistics for multiple projects with airline travel, on island housing, on island meals, and coordination and communication with various Company departments and outside vendors. This role will also include assisting Project Managers in the areas of project status reporting and assisting with reports that need to be prepared for the project team and Project Managers. Responsible for assisting the Construction Logistics operation with delivery of meals and other services.

**Requirements:** Previous procurement, logistics, and customer service experience. Must have valid Hawai'i Driver's License and be able to successfully complete Motor Vehicle Record review. Must provide current TB Clearance. General knowledge of the Lāna`i residential locations, preferred. Proficient in the use of Outlook, Word, Excel and SmartSheet. Requires relating to people in a friendly and professional manner. Requires working to the established procedures and maintaining reliable work attendance. Requires the ability to follow oral and written instructions. Must be organized and detail oriented. Must be able to work flexible hours, split shifts, weekends, and holidays. Must be able to travel to Honolulu, as needed. Fluent in conversational Japanese, desired.

## Logistics Coordinator

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

**Location:** Lāna`i City

**Responsibilities:** Responsible for efficient coordination in support of visiting Japanese craftsmen for their travel to and from Honolulu, housing, meals and daily needs. Additional responsibilities will include support to the Logistics Project Manager for all Development & Construction contractor and consultant logistics for airline travel, on island housing, on island meals, and coordination and communication with various Company departments and outside vendors. This role will also include assisting Project Managers in the areas of project status reporting and assisting with reports that need to be prepared for the project team and Project Managers. Responsible for assisting with delivery of meals and other services.

**Requirements:** Previous procurement, logistics, and customer service experience, desired. General knowledge of the Lāna`i residential locations, preferred. Proficient in the use of Outlook, Word, Excel and SmartSheet. Requires relating to people in a friendly and professional manner. Requires working to the established procedures and maintaining reliable work attendance. Requires the ability to follow oral and written instructions. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure. Must be organized and detail oriented. Must be able to adapt to a fast paced changing environment. Must be able to travel to Honolulu as needed. Fluent in conversational Japanese, preferred.

## Manager of Lāna`i Amphitheater

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

**Location:** Lāna`i City

**Responsibilities:** The Lāna`i Amphitheater is a new business operation. It is a 700 hundred seat outdoor venue located adjacent to the Four Seasons Lāna`i (Manele). The facility will be capable of hosting events on a scale that includes national televised acts to Lāna`i Community Arts programs. This position will be responsible for all aspects of the facility operation including policy development, control of the booking calendar, event operations and ongoing maintenance and security. This position is required to have the technical, mechanical and managerial skills to provide management for the Entertainment Management team as well as all departments collaborating to maintain the amphitheater.

**Requirements:** Prior supervisory experience required and proven record of leadership of teams. Must have a record operating at a high level of competence relative to safety and maintenance of facility. Must be able to demonstrate experience operating at a high level customer service. Must be proficient in Outlook, Word and Excel. Ability to work independently and lead a team. Must be able to work flexible shifts of mornings & evenings, along with weekends and holidays. Ability to recognize potentially dangerous or hazardous conditions and immediately take corrective or preventive actions. Must possess a current State of Hawaii Driver's License and be able to successfully complete a Motor Vehicle Record Review. Must be detail oriented.

## Park Ranger

**Number of Vacancy(ies):** 3 Full Time

**Location:** Lāna`i City

**Responsibilities:** Patrols and monitors the camp sites, beach areas, trails and other areas to ensure Hulopoe Beach park regulations along with any Federal, State and County Laws are being followed by beach users. Responsible for the general maintenance and for overall safety, cleanliness and appearance of the beach park.

**Requirements:** Must have valid State of Hawaii Driver's License and successful review of Motor Vehicle Record. One to two years experience working in a recreational and/or customer service operation, preferred. Willing to work nights, weekends, and holidays. Must have current First Aid/ CPR Certification. 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. Requires relating to people in a friendly and professional manner.

## Recreation Center Assistant

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

**Location:** Lāna`i City

**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.

**Requirements:** Must possess a current Red Cross CPR/AED Certificate, Red Cross Lifeguard Training Certificate and First Aid Certification. Must have valid State of Hawaii Driver's License and successful review of Motor Vehicle Record. 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.

## Sales Associate

**Number of Vacancy(ies):** 3 Full Time, 1 Casual

**Location:** Lāna`i 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. 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.

## Superintendent - Construction

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

**Location:** Lāna`i City

**Responsibilities:** Manages on-site planning and execution of construction projects for Lāna`i Builders by coordinating with field crews and subcontractors for successful delivery of projects relative to schedule, budget, and quality. Responsible for working with Lanai Builders' Project Managers 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.

**Requirements:** Minimum of 7 years of verifiable experience as a Superintendent, operating in a similar capacity. Full knowledge of on-site construction and experience in construction of single family, low rise multi-family, commercial construction, and local building codes. Ability to arrange inspection with all inspection agencies to accept completed work. Ability 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. Must have working knowledge of PC based Microsoft Office and MS Project scheduling programs. Must have valid State of Hawaii Driver's License and successful review of Motor Vehicle Record. Requires excellent written and verbal communication and organizational skills. Must be able to maintain a positive attitude and work under pressure.

## Systems Administrator

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

**Location:** Lāna`i 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 Lana'i, which may include the weekends. Must have Valid Hawaii Driver's License and able to successfully complete Motor Vehicle Record Review.

## Theater Attendant

**Number of Vacancy(ies):** 2 Casual

**Location:** Lāna`i City

**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.

**Requirements:** Must be proficient in use of a computer and/ or cash register. Must have good math and cash-handling skills. Ability to work varied shifts; including late nights, weekends, and holidays. Ability to meet tight deadlines under minimal supervision. Must have a negative TB Clearance. Requires excellent written and verbal communication and organizational skills. Must be able to maintain a positive attitude and work under pressure. Requires relating to people in a friendly and professional manner.