



## Job Posting May 5, 2025

### **ACCOUNTING:**

#### **ASSISTANT CONTROLLER – FT – SALARIED Starting at \$70,000.00 Per Year DOQ**

Preference for Bachelor's degree in accounting, finance, or a related field. 3-5 years' related experience in accounting/finance. Fixed asset accounting/Filing of GET/TAT/1099 taxes. Experience with financial reporting requirements.

Proficient with Microsoft Office. Hands-on experience with spreadsheets, QuickBooks and proprietary software.

In general works Monday - Friday, duties at times may require occasional weekends, holidays and evenings to support business needs.

Requires prolonged sitting and periodic standing and walking; duties may require lifting up to 50 lbs.; teamwork encouraged for infrequent heavier lifting. Duties require relating to people in a friendly and professional manner.

Requires working to established procedures, maintaining reliable work attendance; may require working under minimal supervision.

Pleasant and outgoing disposition, able to work as part of a team.

Strong communication skills with excellent conflict and problem resolutions skills

### **FRONT OFFICE:**

#### **ASSISTANT FRONT OFFICE MANAGER FT – SALARIED Starting at \$65, 000 Per Year DOQ**

Must have a minimum of one-year current resort front office management experience (FOM)

Must have a minimum of 12 months current resort front office supervisory experience (AFOM)

Pleasant and outgoing disposition, able to work as part of a team

Proficient with front office technology (Maestro, Aloha POS, MS Office)

Strong communication skills with excellent conflict and problem resolutions skills

Must be physically fit, capable of walking all areas of the property & able to drive a utility cart

Must be able to lift, carry and transport up to 50 lbs. and push/pull 75 lbs.

Must be available to work any shift (AM/PM/Overnight)

CPR/First Aid/AED certification a plus

#### **GUEST SERVICE AGENT – FT \$27.91 PER HOUR**

Pleasant & outgoing disposition, able to work as part of a team

Strong oral communication, interpersonal relationship skills required and experienced in conflict resolution

Proficient in use of computer

Able to stand for long periods of time, able to lift and transport up to 50 lbs., push/pull 75 lbs.

Must be physically fit, capable of walking all areas of the property & able to drive a utility cart

Must be able to work weekends and all shifts (AM/PM/ OVERNIGHT)

# Job Posting ~ Continued

## HOUSEKEEPING:

### ROOM ATTENDANT – FT \$24.22 PER HOUR

### AM HOUSEPERSON – FT – CASUAL \$24.54 PER HOUR / PM HOUSEPERSON – FT \$25.54 PER HOUR

Pleasant disposition and strong oral communication & interpersonal relationship skills required  
Preference of one-year hotel housekeeping experience  
Must be able to read, write and communicate effectively in English  
Must be able to lift, carry and transport up to 50 lbs., push/pull 75 lbs. and stand for a minimum of 8 hours  
Must be able to work weekends and flexible shifts  
Must be able to walk all areas of the property & climb stairs  
Must be able to drive a utility cart – (House person)

## RECREATION/MAKAI HALE:

### KEIKI ATTENDANT - SEASONAL - \$24.12 PER HOUR

### RECREATION ATTENDANT FT – CASUAL \$24.12 PER HOUR

Pleasant disposition and good communication skills and experienced in conflict resolution  
Must be able to lift, carry & transport up to 50 lbs.  
Must be available to work weekends and flexible shifts  
CPR / First Aid / AED certification a plus

## SEA HOUSE RESTAURANT-FRONT OF HOUSE:

### BUSSER – PT \$14.35 PER HOUR

### FOOD RUNNER – PT \$22.09 PER HOUR

### GREETER – FT - PT \$22.64 PER HOUR

Current one-year experience in high volume, fast paced, full-service restaurant  
Must be able to multi task & be a team player – Must be able to lift & carry a tray  
Pleasant disposition & great communication skills  
Must be able to walk and stand for extended periods of time & able to lift & carry up to 50 lbs.  
Must be able to work weekends, holidays and flexible shifts

## UTILITY FT -\$23.44 PER HOUR

Must have previous culinary experience, good knife skills & understanding of culinary terms & techniques.  
Prep and cook hot and cold foods in any of the culinary operations – Cook I & III Position  
Perform job responsibilities satisfactorily and according to department standards  
Must be able to read, write & understand and communicate effectively in English.  
Must be able to walk and stand throughout the shift, lift and carry up to 50 lbs.  
Must be able to drive a utility cart.  
Must be able to work weekends, holidays and flexible shifts.