



Job Posting June 26, 2025

ACCOUNTING:

ACCOUNTS RECEIVABLE – FT \$27.39 PER HOUR, DOQ

Knowledge and experience in hotel (preferred), accounting, finance, or related field.

Proficient with Microsoft Office, (especially spreadsheets), QuickBooks, and proprietary software (IE Maestro), data entry, and office equipment.

Ability to managing accounts receivable ledger, reconcile D-card report using Property Management System.

Review and post daily cash receipts deposited from Executive Admin. Reconcile and manage accounts receivable trade accounts, including invoicing and clearing payments, determining uncollectable invoices, collection calls and other duties as required.

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

Schedule- Monday-Friday, may require occasional weekends, holidays, and evenings to support business needs. Requires

Prolonged sitting and periodic standing and walking; duties may require occasional lifting to 50 lbs. (with assistance).

Pleasant and outgoing disposition, able to work as part of a diverse team in an office and hotel/resort environment.

FRONT OFFICE:

ASSISTANT FRONT OFFICE MANAGER (aka-Front Desk 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)

Effective 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 extended 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:

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 effective 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 (PLUS TIPS)

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 multitask & be a team player – Must be able to lift & carry a tray.

Pleasant disposition & excellent 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.

SEA HOUSE RESTAURANT-BACK OF HOUSE

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.