



Job Posting May 26, 2026

SEA HOUSE KITCHEN

COOK 11-FT \$28.62

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.

DISHWASHER PT \$24.14 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.

SEA HOUSE RESTAURANT:

BUSSER AM –FT \$16.25 PER HOUR

SERVER AM-FT-\$16.25 PER HOUR

FOOD RUNNER PM – FT \$22.09 PER HOUR

GREETER –PT \$23.32 PER HOUR

CASHIER-PT \$25.58 PER HOUR

Current minimum 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.

Please apply in person at the Human Resources Office at Napili Kai Beach Resort. Resumes may be sent to: jobs@napilikai.com However, a formal application will still be required during the process. Please indicate the position(s) of interest when emailing a resume.

GROUNDNS DEPARTMENT:

GROUNDNSMAN – FT \$26.19 PER HOUR

A grounds person is responsible for the overall upkeep of grounds, familiar with taking care of plants, conducting routine maintenance work, and repairing fixtures. 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.

RESERVATIONS DEPARTMENT:

RESERVATIONS AGENT – FT \$28.10 PER HOUR

Preference for a minimum of two years front desk/room reservations experience
Excellent clerical and computer skills; including Microsoft Word, Excel and Outlook
Proficient with 10 key adding machine
Must be highly organized, attention to detail and able to multi-task
Strong oral communication and interpersonal skills required – Excellent sales skills
Must be able to read, write and communicate effectively in English
Able to sit for prolonged periods of time
Must be able to work weekends and flexible shifts

HUMAN RESOURCES

HUMAN RESOURCE GENERALIST – SALARIED Starting at \$65, 000-\$68,000 annually (based on qualifications)

Payroll & HRIS Administration (ADP Workforce Now)

Manage day-to-day execution of company-wide payroll, processing hours, wages, salaried tracking, tips, and localized tax data.
Act as daily administrator for the HRIS system; enter employee changes, process updates, and run routine or custom reports.
Review employee timecard submissions daily, flag discrepancies, and ensure accurate overtime calculation in line with standards.
Support managers by posting jobs, screening resumes, scheduling interviews, and coordinating onboarding.
Coordinate digital onboarding, track required paperwork, lead day-one orientations, and handle standard offboarding documentation.
Serve as an accessible contact for employee questions regarding policies; escalate complex grievances or sensitive matters.
Coordinate resources, give and follow oral/written instructions, and maintain effective relationships.
Assist with daily benefits tracking, process enrollments, audit carrier billing invoices, and support annual open enrollment.
Coordinate and document requests for FMLA, Hawaii Family Leave Law (HFLL), and Temporary Disability Insurance (TDI).
Help file workers' compensation claims, log injury reports accurately, and assist with documentation for insurance carriers.
Understand, interpret, and apply laws, regulations, and policies.
Maintain digital and hard copy employee files to ensure total accuracy and audit readiness.
Ability to work full-time hours, generally Monday through Friday, 9:00 AM – 5:00 PM.
2 to 4 years of active HR experience, including hands-on experience running payroll for a mid-sized workforce (100+ employees).
An equivalent combination of education and experience will be considered.
Proven proficiency using ADP, MS Excel, MS Word, Google Suite, and electronic communication systems.
Practical understanding of Hawaii employment regulations, specifically Hawaii TDI eligibility rules and wage standards.
High ethical standards, exceptional eye for detail, strong numerical accuracy, and strict discretion with sensitive employee data.
Associate's or bachelor's degree in HR or Business preferred.
Self-motivation, initiative, and enthusiasm.
Collaboration, teamwork, and tactful relationship building.
High work standards, flexibility, and critical thinking.
Excellent time management, organization, and follow-through.
Ability to work varied shifts, which may occasionally include evenings, some weekends and holidays.

Please apply in person at the Human Resources Office at Napili Kai Beach Resort. Resumes may be sent to: jobs@napilikai.com However, a formal application will still be required during the process. Please indicate the position(s) of interest when emailing a resume.

