

Job Posting October 9, 2026

RECREATION/MAKAI HALE:
RECREATION ATTENDANT FT/PT $25.58 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

GROUNDS DEPARTMENT:
GROUNDSPERSON – FT $27.24 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.

HOUSEKEEPING:
ROOM ATTENDANT – FT – $25.74 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).

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.

Napili Kai Beach Resort | 5900 L. Honoapiilani Road | Lahaina, Maui, HI 96761
800-669-9552 | jobs@napilikai.com | www.napilikai.com

HUMAN RESOURCE GENERALIST – SALARIED Starting at $65,000 Per Year DOQ

We are seeking a versatile and resourceful HR Generalist to support our team by managing daily HR operations and cultivating a positive workplace. The ideal candidate will handle employee relations, onboarding, and benefits administration, ensuring compliance with employment laws.

Key Responsibilities

Recruitment & Onboarding: Manage full-cycle recruitment, conduct interviews, and coordinate new hire onboarding.

Employee Relations: Act as the first point of contact for employee questions, grievances, and assistance.

Benefits & Payroll: Assist in administering employee benefits, leave programs, and process payroll,

Compliance & Records: Maintain employee records, ensure legal compliance, and update company policies.

Requirements:

2 -4 years of active HR experience as a generalist or similar role, including hands-on experience running payroll.

An equivalent combination of education and experience will be considered.

Solid knowledge of employment laws and regulations (e.g., FMLA, EEO, TDI, WC).

Proficiency in HRIS systems (e.g., ADP,) and MS Office.

High ethical standards, exceptional eye for detail, strong numerical accuracy, and strict discretion with sensitive employee data.

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.

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