



## Job Posting April 04, 2024

### 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:

#### GUEST SERVICE AGENT – FT \$27.03 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)

Ability to obtain Security Guard Card certification is required

CPR/First Aid/AED certification a plus

### GROUNDS DEPARTMENT:

#### GROUNDSMAN – FT \$24.45 PER HOUR

A grounds person is responsible for the overall upkeep of grounds as such, it is expected that a grounds person is 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.

Job related skills required.

# Job Posting ~ Continued

## HOUSEKEEPING:

### ROOM ATTENDANT – FT – CASUAL \$23.45 PER HOUR

### AM HOUSEPERSON – FT – CASUAL \$23.77 PER HOUR / PM HOUSEPERSON – FT \$23.77 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:

### RECREATION ATTENDANT – CASUAL \$23.35 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

## SALES & MARKETING:

### EVENTS COORDINATOR – PT- HOURLY - Starting at \$28.00 DOQ

Event Management experience – two years preferred.

Organizational and communication skills a must.

Ability to organize events and work with fellow associates to facilitate events.

Microsoft skills necessary.

Must be able to walk all areas of the property & climb stairs.

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

## SEA HOUSE RESTAURANT-FRONT OF HOUSE:

### AM BUS PERSON – PT \$14.00 PER HOUR

### PM SERVER – PT \$14.00 PER HOUR / BANQUET SERVER – CASUAL \$14.00 PER HOUR

### GREETER - PT -CASUAL \$21.98 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

## SEA HOUSE KITCHEN:

### COOK III – FT \$24.90 PER HOUR /PM UTILITY – PT \$22.42 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