

Facilities-Condominium / Resident Operations Maintenance Manager – Kauai, Hawaii

The Homeowners AOA Board of Directors is actively soliciting letters and resumes for the full-time position of resident property manager for **Nihi Kai Villas**. The property is made up of 8 buildings (with 70 individually owned units), 2 offices, a pool, tennis and pickle ball courts, and grounds that encompass 6+ acres of land (that is just a short distance from Poipu Beach park).

This position is a long-term management position which requires prior Vacation Resort Management experience or Supervisory / Project Manager equivalent experience for a facilities-based organization (General Contractor, Electrical, Structural Concrete, etc.). Position requires a strong aptitude in the following areas:

- Leadership, mentoring employees, strong motivational skills - will supervise a core team of four full-time employees. Must have excellent ability to multi-task - supervisor employees, perform administrative tasks, and perform hands on maintenance when needed.
- As the resident manager excellent interpersonal to deal with 70 owners, resort guests, and the Board of directors are critical. Units are primarily vacation rentals with a high level of return visitors and small number of owner occupied units.
- Experience in facilities operations and maintenance - all aspects of building maintenance, daily pool maintenance, and equipment servicing. Must be able to interface with contractor/equipment service providers.
- Monitor and maintain all aspects of a facility STP (Sewage Treatment Plant) system – proactive oversight of preventative maintenance – role of direct liaison with consultant engineers.
- Experience in using computer equipment and software to communicate with Board of Directors, professional on-site rental agency representatives, homeowners, consultants (mechanical, electrical, structural) specialty local and mainland vendors.
- Preferred experience with construction management including estimating, time tracking, scheduling, strong understanding of facility plans and specifications including mechanical, electrical, plumbing drawings.
- Responsibility for all systems including plumbing, electrical, lighting, painting, fire control, roof systems, underground irrigation system and day to day landscaping activities.
- Proficient in Microsoft Office products, particularly Word and Excel
- Proven track record in strong organizational and communication skills.

The most important qualities we're looking for are those of character. You will fit in here if you're self-motivated, able to communicate clearly to coworkers, and can balance multiple priorities. We value common sense, high level problem solving skills, attention to detail, a strong work ethic, and a willingness to work as part of a dynamic team. Your success is based upon a positive interaction with property owners, resort guest, and maximizing the skills of the entire team.

Compensation

Salary package commensurate with experience includes:

- Base annual salary with potential for bonuses.
- Simple IRA plan
- Vacation
- On-site housing,

Please send a letter of interest and resume including compensation requirement for consideration to:

Nihi Kai Villas, AOA
Email: jobs@nihikaivillas.com