

JOB OPENING

Title of Position	Coordinator – Asset Management
Position Type	Full-time
Location	Kapalua, HI

The Coordinator will assist in the day-to-day coordination of the management of the Company's assets, including its development, commercial, industrial, agricultural land, and facilities leasing operations. The Coordinator will perform various coordinating tasks and administrative duties for the department. In addition, will serve as the liaison between the Company's staff and outside partners in various projects that the Company is involved in.

Responsibilities:

- Ensure that department goals and project deadlines are met.
- Serve as the liaison for various projects with employees, outside consultants, contractors, vendors, tenants, and county and municipal agencies.
- Identify and define project requirements, scope, and objectives with project stakeholders.
- Prepare and organize project meetings including, but not limited to, scheduling, obtaining project documents and material, conducting site tours and property inspections.
- Maintain and monitor department records, project plans, schedules, and expenditures.
- Assist in the preparation and submittal of various documents, such as contracts, terms of agreement, forms, and county and municipal filings.
- Obtain bids and Request for Proposal (RFPs) for service contracts and maintenance items for review and approval.
- Coordinate and facilitate communication to resolve property-related issues with State and County agencies, including handling property tax and assessment matters, renewal of permits with County of Maui, compliance with rules and regulations, and other community issues that may arise.
- Perform other duties as required.

Qualifications:

- Bachelor's degree in Business, Management, Finance, Accounting, Real Estate, Communications or related field.
- Proficient with Microsoft Office Suite and general PC use.
- Must possess excellent organizational, strategic planning, interpersonal, verbal and written communication, multi-tasking, and problem-solving skills.
- Ability to interact with various individuals, vendors, and agencies.
- Must have driver's license.
- Experience in commercial, residential, industrial, property management, development is a plus.

How to Apply:

For more information and application, visit our website at www.mauiland.com .

Send your completed application, a cover letter, and resume with references to employment@mlpmaui.com or mail to corporate office for consideration: Maui Land & Pineapple Company, Inc 200 Village Road, Lahaina HI 96761.

Maui Land & Pineapple Company, Inc. is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.