

## **VACANCIES Registered at OSEC (effective August 22, 2017)**

### **CUSTOMER SERVICE REPRESENTATIVES**

A Minimum of 3 CXC's (including English)

Bi-lingual (Spanish) a plus

Proficient personal computer skills/Strong written and oral communication skills.

### **BUSINESS DEVELOPMENT OFFICER**

Four years experience as a financial advisor or account relationship management experience within the financial services field

Excellent communication and presentation skills

Must have a valid driver's license and access to a vehicle for daily use

### **CHEF**

Minimum 3 years experience

Must be flexible

Customer service oriented

Strong culinary skills

### **DISWASHER (RESTAURANT)**

At least 1–2 years experience in a fast pace restaurant

### **DRIVER/PORTER**

Must have a Drivers' License

### **FIELD LOAN OFFICER**

A minimum of 3 CXC subjects

Two (2) years experience in sales or any finance-related position

Excellent analytical skills and attention to detail

Must have a valid driver's license and access to a vehicle for daily use

### **GENERAL MANAGER**

5-7 years experience in retail operations

BSc. Or Associates in Business Administration or Retail Experience

Ability to act responsibly in a position of authority

Must have excellent written and oral communication skills

### **SALES REPRESENTATIVE**

Must have a driver's license

Experience in sales required

### **INSURANCE SALES REPRESENTATIVE**

Must have great interpersonal, written & oral communication skills

Strong sales experience with ability to persuade and negotiate

**Kindly note that the *DEADLINE FOR ALL APPLICATIONS* is *Tuesday 29<sup>th</sup> August***

To register at OSEC you will need to visit the Centre in person. The documents required are a copy of your resume, original and one copy of relevant certificates, passport, social security & medical benefits cards, and driver's license (if any). Osec is located on Redcliffe Street, on the third floor of the Aflak's Building - next to ECAB. For more information please call 562-8533/34/35

**Please be advised that OSEC is a Government entity and as such a dress code is enforced when visiting the Centre**