

VACANCIES Registered at OSEC (effective July 11, 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.

ASSISTANT DIVISION MANAGER

Associates Degree or equivalent in relevant work experience

2 years of related/supervisory experience required

Ability to lead, direct and motivate others

CHEF

Minimum 3 years experience

Must be flexible

Customer service oriented

Strong culinary skills

Ability to create and analyze menus

Experience with menu costing

CAR WASH ATTENDANT

Two years experience

Must have a valid Driver's License

Must have good 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

ADMINISTRATIVE CLERK

At least 2 years administration experience

Great Communication Skills

Must be Computer Literate (Word, Excel, Powerpoint)

CASHIER/SMOOTHIE BLENDER/COOK

Must have a valid Driver's License

Customer Service oriented

Must have great Communication Skills

Kindly note that the *DEADLINE FOR ALL APPLICATIONS* is *Monday 17th July*

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.

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