

VACANCIES at OSEC (as of April 10, 2019)

ASSISTANT BAR MANAGER

Minimum 2 years experience at Supervisor or Asst. Manager level
Superior supervisory skills with a good knowledge of variety of drinks
Must be customer service oriented
Strong interpersonal skills and positive attitude

ASSISTANT DIRECTOR OF HOUSEKEEPING

Minimum 2 years' experience in a similar role
Must have strong supervisory skills
Excellent verbal and written communication skills, as well as an understanding of Microsoft Word and Excel.
Must be able to work quickly and accurately at all times, and adaptable to a range of activities.
Must be physically able to exert effort in transporting furniture and linen, endure various movements throughout the work areas, reach up and down and walk across the property.
Must have a valid Driver's License

ASSISTANT GROUP HUMAN RESOURCE MANAGER

A Minimum 5 years' experience in Human Resources
A Minimum of 2 years' experience in hospitality industry in a luxury or boutique resort or hotel.
Good general knowledge of hospitality and restaurant operations.
Highly competent in the use of computer systems, specifically, HR Information Systems and Payroll with ability prepare and understand reports.
Must be proficient in Microsoft Office software or equivalent.
Strong planning, organisation and execution skills.
Strong verbal, listening and written communication skills.
Thorough understanding of and ability to interpret & apply relevant Labour Laws and Union Agreements.
Skilled in HR operations service delivery across multiple departments/businesses.
Excellent understanding of learning and development process and methods
Detailed knowledge of recruitment and selection methods
Good knowledge of performance management, compensation & benefits, payroll, employee relations and reward & recognition administration.

AUTO BODY MECHANIC

Minimum 5 years' work experience
High School Diploma or Certificate from a vocational school
Good Customer Service Skills
Must show creativity, patience and an eye for detail
Must have good colour vision
Must be able to lift heavy tools and automotive parts

BAKER/PASTRY MAKER (Supermarket)

Minimum 5 years' experience in a similar role
Minimum Secondary School Completion or Degree in Culinary Arts
Adequate verbal and written communication skills.
Ability to work quick, think logically & solve problems

BARBER

Minimum 5 years' experience in a similar role
Must be customer service-oriented

BARTENDER

Minimum 2 years' experience
Must have knowledge of cocktails
Must be punctual , honest, reliable and customer-service oriented

BUTLER/BELLHOP

Relevant Experience in the hotel industry
Excellent Customer Service and Communication skills
Ability to work in a fast paced, dynamic environment
Must have a clean police record

CAR WASH ATTENDANT

Two years experience with a valid Driver's License
Must have good oral & communication skills

COLOUR MATCHING TECHNICIAN

Minimum five (5) CXC subjects including Math and English.
Must pay attention to detail and have a good eye for colour.
Strive to provide prompt and professional service to customers.
Strong interpersonal skills and a positive attitude.

COST CONTROL ACCOUNTANT

Minimum two years experience in Cost Accounting in a Manufacturing and/or Wholesale/Retail environment; Must have a Bachelor's degree in Accounting
Must have a valid Driver's License
Must have good oral & communication skills

EXECUTIVE PASTRY CHEF

University Diploma (Culinary Art or Hotel/Restaurant Management) with at least 10 years' experience within a professional environment
Knowledge of chocolate techniques
Excellent verbal and written communication skills.
Ability to work quickly and accurately at all times, and adaptable to a range of activities.
Must be fluent in English and Italian; French is a plus

FLORIST (Supermarket)

Minimum 4 years work experience
Must be able to plant live flowers and other greenery
Must plan and design bouquets and wreaths
Must be able to accept orders from customers and plan floral arrangements accordingly
Must be flexible

FRONT OF HOUSE AMBASSADOR

A minimum of two (2) years experience in a hospitality leadership customer service position
Excellent people skills including the ability to manage and motivate Front Desk staff as well as interact with guests

Outstanding communication skills, written and verbal

Fluent written and spoken English; second language considered an asset

Degree or Post-Secondary education in Hospitality Management

Ability to work well without supervision, demonstrate initiative and successfully balance technical and guest services skills

Experience with Hotel Property Management Systems is a plus.

GARDENER

Minimum 5 years work experience

Must have a good knowledge of care of various plants

Must be able to keep compound free of shubs & grass etc.

Must be physically fit and able to adapt a hands-on approach

HAIRDRESSER

Minimum 5 years' experience in a similar role

Must be customer service-oriented

HEAVY DUTY TRUCK DRIVER

Minimum 3 years experience

Must have a valid Driver's License

Must have good oral communication skills

Must be flexible and reliable

LINE COOK

Minimum 3 years' experience in a similar role

Excellent verbal and written communication skills.

Ability to work quickly and accurately at all times, and adaptable to a range of activities

Fluency in other languages an asset.

Must be physically able to transport 50 pounds, endure various movements throughout the work area, reach up and down, remain stationary at times throughout work periods

A valid Driver's License is needed to drive company vehicles

LIVE-IN NANNY

Minimum 5 years' experience in a similar role

MUST be fluent in spoken and written English

Honest & Reliable

Prior experience in childcare

Understanding of child psychology & stages of development

Knowledge of infant and children's first-aid

MUST have a valid driver's license

MACHINIST OPERATOR

Minimum 7 years working experience as a Machinist with

5 years hands-on experience dealing with Metal Work, Welding & Fabrication

MAINTENANCE SUPERVISOR

Minimum 2 years' work experience

Must have a Mechanical Maintenance degree or similar

Must have knowledge in Microsoft Office

Must be able to oversee, maintain and control Reverse Osmosis Plant and maintain and repair Hydraulic Pumps

Must be flexible

MAINTENANCE SUPERVISOR

Minimum 5 years' experience in a similar role

Certification in Electrical Engineering, HVAC, Refridgeration or Plumbing

Proven ability to implement maintenance schedules and procedures

Working knowledge of basic telecoms and electronic systems

Ability to lift, climb and bend for prolonged periods

Willingness to work flexible days, hours and shifts

Must have a clean police record

MAINTENANCE TECHNICIAN

Minimum 3 years' experience in a similar role

Documented training in Electrical Engineering, HVAC, Refridgeration or Plumbing

Basic knowledge of Telecoms, I.T. & Electronic Equipment

Ability to lift, climb and bend for prolonged periods

Willingness to work flexible days, hours and shifts

Must have a clean police record

NAIL TECHNICIAN

Minimum 5 years' experience in a similar role

Must be customer service-oriented

PHARMACIST

Minimum 3 years' experience in a similar role

Must be a Licensed & Registered Pharmacist in Antigua & Barbuda

OFFICE ASSISTANT.

Minimum 3 years' experience in a similar role

Minimum High School Education

Good oral and written communication skills

Must be customer service-oriented

Good working experience and knowledge using QuickBooks

Good working knowledge of Word & Excel

MUST have their own vehicle and a valid driver's license

PORTER (Supermarket)

At least 1 year in a similar role

Secondary School Completion

Must be honest, reliable and flexible and a team-player

PUMP ATTENDANT

At least 1 year in a similar role

Secondary School Completion

Must be honest, reliable, flexible and a team-player

SALESPERSON (Temporary)

1-2 years experience

Must be customer-service oriented

SECURITY OFFICER

Minimum 1-2 years experience in a similar role

Must have a valid Driver's License and own vehicle

SECURITY GUARD

1-2 years experience

SERVICE CENTRE TECHNICIAN

Minimum 2 years' working experience

Minimum five (5) CXC's including English & Mathematics;

A relevant Associate's degree from State College would be a plus

STORE PROCUREMENT MANAGER

10 years work experience in a similar role

Must have excellent negotiating skills

Must train, coach and support junior staff to ensure supermarket operations meet international standards