

## **VACANCIES at OSEC (updated as of September 7, 2020)**

### **ASSISTANT FLOOR MANAGER**

Minimum 4 years' experience in the Hospitality Industry  
Degree in Hospitality Management  
Public Relations or Communications Certificate  
High School Diploma  
Experience in Customer Relations  
Must have a valid Food Handlers' Certificate  
Good Communication Skills  
Excellent Management skills

### **ASSISTANT PHARMACIST**

Minimum 5 years' experience in a similar role  
Must be a Licensed Pharmacist in Antigua & Barbuda  
Must pay strict attention to detail  
Must be able to analyze information received whether written or verbal  
Must follow all protocols and guidelines related to the job of a Pharmacist

### **BARBER**

Minimum 4 years' experience  
Must be able to cut hair and have experience in marking out and fades

### **CLEANER**

Minimum 5 years' experience  
Must be friendly and a team-player

### **CLEANER**

Minimum 3 years' experience

### **COACH/TECHNICAL DIRECTOR**

Minimum 10 years' experience in a similar role  
Coaching Qualifications from a licensed body required  
Good leadership and communications skills

### **COMPETITIVE COACH (Gymnastics)**

Minimum 5 year's experience  
National Certification in Women's Gymnastics (**support documents are required**)  
Trampoline Certification  
Respect in Sport Certification  
First Aid & CPR (or willing to obtain)  
Managerial duty experience  
Must be able to provide short-term and long-term training programs

### **COOKS (CHINESE RESTAURANT)**

Minimum 2 years' experience of specializing in Chinese food, including Cantonese and Zichuan style

High School Diploma

### **COOKS (CHINESE RESTAURNANT)**

Minimum 3 years' experience

### **DECK HAND**

Basic Boating experience

High School Diploma

Must **NOT** be prone to motion sickness

Must be a competent swimmer

Boatmaster 3 License

### **DESKTOP SUPPORT SPECIALIST**

Minimum 3 plus years experience in a similar role

Must demonstrate ability in desktop & systems design

Working knowledge of MS Windows, TCP/IP i.e. DNS, HTTP, DHCP, Active Directory, SCCM,

PC Hardware & Software

Experience with source code version control

Must have experience with network troubleshooting

**MUST** be flexible

Must have experience with CISCO IP phones

Must be professional and comfortable managing competing priorities

Excellent verbal and written communication skills

### **DOMESTIC HELPER**

Minimum 3-5 years experience

Must be extremely honest

Must be professional

Knowledge/experience dealign with household cleaning and laundry duties

### **DRIVER/OPERATOR**

Minimum 5 year's experience driving and operating heavy machinery and equipment to include

Grader, U-Box/18 speed transmission equipment

**MUST** posess an F6 Driver's license

High School Diploma with relevant training

Must pay attention to detail

Must be punctual, trustworthy, honest & empathetic

Must be flexible, able to work on weekends & pubic holidays

Must be a team-player

### **ESTATE MANAGER**

Minimum 4 years' experience

Tertiary Level Education

Degree in Electrical Engineering

Technical Training in Electrical Work, Vehicles, Generators, Plumbing, A/C & Refridgeration

Must plan, develop and co-ordinate the effective implementation of a Preventative Maintenance Programme

Must ensure timely repair and servicing of equipment and machinery

### **EURO SPORTS ANALYST**

Experience is a plus but not essential

Excelent Mathematical & Analytical skills

High attention to detail & precision in delivery while balancing multiple priorities

Great time management skills & ability to meet tight deadlines

Strong global sports knowledge

Strong initiative and solid judgement abilities/skills

### **EXECUTIVE CHEF**

University Degree in Culinary Arts with at least 10 years' experience within a professional environment

Must have the ability to lead and train a team of associates to achieve the highest standards of performance

Excellent verbal and written communication skills.

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

### **FARMER**

Minimum 3 years' work experience in a similar role

Must be able to lift

Must be a team-player

### **FINANCIAL CONTROLLER**

Minimum 5 years' experience

Must possess a Degree in Accounting

ACCA/CIMA Certification

Must lead and co-ordinate Annual Budget and Financial Planning process

Must prepare financial statements

Must develop and maintain compliant control systems

### **FOOD & BEVERAGE TUTOR**

Minimum 5 years' general hotel experience with at least 3 in a management role; 5 Star Industry experience desirable

Professional qualification in Hospitality Management from a recognized institution or licensing body

First degree academic qualification in Food & Beverage, Hospitality Management or Culinary Arts

Minimum 3 years' experience successfully training and mentoring others

Strong written & verbal communication skills

Must be professional &

Must be able to work a flexible schedule, including weekends and holidays

### **FOOD & BEVERAGE SERVICE SUPERVISOR**

Minimum 3 years' supervisory experience with a record of consistently meeting and exceeding service and leadership standards, particularly in a fast-paced environment

Four years experience in a luxury resort

Must possess a diploma in Culinary Arts, Hospitality, Food Services Management or a related field.

Certifications, such as Food Protection Manager Certification (FPMC) and Food Service Management Professional (FMP), are an asset

Strong leadership skills with the ability to direct, train and motivate employees

Must be flexible

### **GENERAL MANAGER**

Minimum 10 years' managerial experience in the Hotel Industry

Clear background skills and expertise in Finance/Business or Guest Services

Experience in Hotel/Property Management/Administration or related areas of expertise

Business/Hospitality qualification desirable

Must be fully computer literate

Must have an eye for detail, ability for tactical thinking and strategic planning

Must have a strong commitment to guest satisfaction

Excellent verbal and communication skills

### **GENERAL MANAGER (RETAIL)**

Minimum 5-7 year's experience in Retail Operations

Bachelor's Degree or Associates Degree in Business Administration or Equivalent experience

Strategic & tactical staff management skills

Strong Communication skills (Verbal/Written)

Must be professional

Must have a valid Driver's license

Strong fiscal management skills

### **HAIR STYLIST**

Minimum 6 years' experience in a similar role  
Certification in Cosmetology required  
Must be professional and friendly  
Must be customer service-oriented

### **HAIR STYLIST**

Minimum 2 years' experience  
Diploma in fields of Hair Color & Cutting  
Experience in Highlights, Keratin Treatments, Bridal Up Do's & Blowdrying (All Hair Types)

### **HEAD CHEF**

Minimum 3 years' experience in a similar role  
Excellent customer interaction skills  
Ability to deliver to excellent standards in a fast-paced, pressurized environment  
Excellent leadership skills  
Resourceful problem solving  
Experience in menu development and menu costing  
Leadership qualities, including motivating your team  
Excellent management and communication skills  
An outgoing and enthusiastic mind set  
International experience preferred

### **HEAD CHEF (FRENCH RESTAURANT)**

Degree from a reputable cooking school  
Minimum 5 years experience as head chef in fine dining restaurant, including 3 years in French gastronomy  
Must be specialised in French cuisine  
Certified in Inventory and Cost control  
Health and safety certificate  
Computer certificate  
Must be punctual, motivated, passionate, disciplined and a team player  
Must be able to work under pressure

### **HOSPITALITY MANAGEMENT TUTOR**

Minimum 5 years' general hotel experience with at least 3 in a management role; 5 Star Industry experience desirable  
Professional qualification in Hospitality Management from a recognized institution or licensing body  
Minimum 3 years' experience successfully training and mentoring others  
First degree academic qualification in Hospitality Management  
Strong written & verbal communication skills  
Must be professional  
Must be able to work a flexible schedule, including weekends and holidays

### **INDIAN COOKS**

At least 10 years of experience

Must have an extensive knowledge of making Indian Cuisines and Breakfast

Team-player

Possess proper cost control skills

### **INTERNATIONAL ADMISSIONS CO-ORDINATOR**

Minimum 1-3 years experience in a similar role

First Degree in Business Administration or Related Field

Must demonstrate ability to communicate effectively, positively, and professionally with prospective students, parents, staff, faculty and administration, and other individuals in either individual or group settings

Proficiency in word processing and ability to learn and use a variety of computer systems

### **LIVE-IN HOUSEKEEPER/NANNY**

Minimum 3 years's experience as a Domestic Helper & 5 years' childcare experience

**MUST** be fluent in spoken and written English

Effecrice communication skills

**MUST** be flexible

**MUST** be in good health

Honest & Reliable

CPR & First-Aid Skills are a PLUS

### **MANAGING DIRECTOR**

Minimum 15 years' hotel experience with at least five years' experience at the Executive Level and experience in a minimum of three divisions of hotel operations

Strong experience in operations to support F&B and Rooms divisions.

High consideration of talent development and fairness; High diversity awareness.

High ability to interact with guests of luxury industry.

Extensive Financial management aptitude

Experience in managing and overseeing renovations; project and property management, development, and audits

Experience managing relationship with hotel owners as well as a management company

### **NAIL TECHNICIAN**

Minimum 4 years' experience

### **OFFICE CLERK**

Minimum 1 year experience needed

High School Diploma

Excellent Organizational Skills

Must be familiar with Basic Accounting Principles

Knowledge of MS Office & Quickbooks

Excellent Communication Skills

### **OFFICE/ACCOUNTS CLERK/ASSISTANT MANAGER**

Minimum 3 year's experience in a similar role

Accounting qualifications required

MUST have and experience using Quickbooks with knowledge of Payroll and Tax Submittance

Secondary School Completion

Good Communication Skills

Must be a team-player

Must be professional and customer service-oriented

### **ORIENTAL CUISINE COOK**

Minimum 5 years of experience

Standard Certification in Culinary Arts with proficiency in Asian Cuisine

Manage control and use of industrial woks and any other Asian cooking implements

Proficient in professional knife handling skills with the ability to cut/trim meat

Ability to thrive in a fast pace environment

### **PADI OPEN WATER SCUBA INSTRUCTOR**

Minimum 1 year working experience as a PADI OWSI

Must have issued at least 50 certifications

Logged at least 1000 dives

Boatmaster 3 License

Higher Level Boating & TEC Diving Qualifications

### **PASSENGER SERVICES AGENT**

Minimum 12 years' experience in a similar role

College Graduate with CXC Passes in Mathematics, English & Principles of Business

Proven experience in Flight Operations

Turn Around Co-ordinator Training

Passenger Boarding Bridge Training

Flight Operations Training

Certified Ground Security Co-ordinator

Good Communications Skills

### **PILATES INSTRUCTOR/SPORTS MASSEUSE**

Minimum 1 year experience in a similar role

Governing Body Qualifications in Pilates Instruction & Sports Massage

Personal Training experience (not required BUT preferred)

### **PLUMBER**

Minimum 4 years' experience in a similar role

Previous plumbing experience, ideally gained within a hotel or commercial building environment

Qualification in Plumbing required

Knowledge of Pumps, pools and related equipment

Minimum High School Diploma with CXC passes in English & Maths

Must be professional with good customer service skills

### **PRINCIPAL & CHIEF INSTRUCTOR (SAILING)**

Must have a background in Sports Management with Minimum 5 years of practical experience managing and delivering outdoor activities

Must hold the RYA Ocean Certificate and a PPR Certificate

Fluency in Italian is preferred

### **PUBLIC RELATIONS & MEDIA MANAGER**

Minimum 3 years' experience in a similar role

Excellent customer interaction skills

Ability to deliver to excellent standards in a fast-paced, pressurized environment

Excellent leadership skills

Resourceful problem solving

Experience in menu development and menu costing

Leadership qualities, including motivating your team

Excellent management and communication skills

An outgoing and enthusiastic mind set

International experience preferred

### **PUMP ATTENDANT**

No experience required

High School Graduate

Must be able to multitask

Must provide excellent customer service skills

Must be a team-player

### **RADIATION THERAPIST**

Minimum 5 years' Experience in Radiation Therapy

Relevant Post-Graduate Qualification

Experience with IMRT, VMAT, IGRT, HDR/LDR & Brachytherapy

Excellent verbal and communication skills

### **REAL ESTATE SALES MANAGER**

Minimum 8-10 years' managerial experience

Minimum College Degree

Excellent Communication & Interpersonal Skills

Must be highly organized & a good listener

Ability to generate interest and build relationships

Good Negotiating & Selling Skills

Must understand Industry Trends

### **RECEPTIONIST**

Knowledge of the Hotel Industry

Experience in Front Office Procedures

Must be familiar with IQWARE PMS



### **REGATTA CLERK**

Must have High School Diploma  
One (1) year experience in Administration  
Knowledge and/or experience of sailing

### **RESTAURANT OPERATIONS ADMINISTRATOR**

Minimum 3 years' experience as an Restaurant Operations Administrator  
Certification in Health and Safety, Wine and Spirits, and Food Hygiene  
Ability to oversee financial aspects of each site and collectively with proven ability to control costs and manage to set food and beverage cost of sales percentages  
Experience formulating and implementing a marketing plan including on social media to boost sales of the restaurants  
Proven ability to recruit and train restaurant and kitchen staff to ensure the consistent and smooth running of service

### **ROOM ATTENDANT**

Minimum 2-3 year's experience as a Room Attendant  
High School Diploma  
Valid Food Handler's Permit  
Must be professional

### **SALES ASSISTANT**

Minimum 1-2 years' experience  
Secondary School Completion with CXC Passes in English & Mathematics  
Must be honest, friendly and able to communicate effectively  
Must be proficient in Microsoft Office  
Quality Customer service skills

### **SALES CLERK/CASHIER**

Minimum 5 years' experience  
Must be computer literate  
Must have knowledge of Quickbooks  
Must have a vast knowledge of Auto Parts  
Must have a valid Driver's license

### **STORE PROCUREMENT MANAGER**

Minimum 10 years' managerial experience in a similar role  
University Graduate  
Must have a degree in Public Relations/Business Management  
Proven experience managing supply chain operations  
Knowledge of sourcing and procurement techniques along with excellent negotiating skills  
Strong leadership qualities with the ability to train and develop junior staff  
Strategic thinking and time management skills; Excellent verbal and communication skills

### **SWIMMING POOL TECHNICIAN**

Minimum 1 year experience in General Swimming Pool Maintenance, including handling of chemicals

High School Diploma

Knowledgeable in maintenance, safe operation of basic hand and power tools along with workplace safety and safe lifting & handling procedures

Must be able to work in an outdoor environment

Good communication skills & a team-player

Must be able to secure and keep current certifications as a Certified Pool/Spa Operator

Valid Driver's License for at least 3 years

### **TEACHER (Special Needs)**

**Minimum 3 years experience**

Five CXC subjects including English A & Mathematics

Nursing Certificate required

Training in early childhood development or Certificate in Special Education or any other related field of study

First Aid Certificate

Basic Food Hygiene & Handling Certificate

Knowledge of Child Development & Children's needs

Experience & knowledge with implementing activity plans

Must possess good presentation skills

Must be computer literate

Must have good communication and critical thinking skills

### **TEACHER ASSISTANT**

**No experience required**

Five CXC subjects including English A & Mathematics

Nursing Certificate required

Training in early childhood development or Certificate in Special Education or any other related field of study

School Leaving Certificate

Excellent team work skills

Excellent written & verbal communication skills

Knowledge of Early Childhood Development Stages/Behavior

Must possess a positive, energetic & enthusiastic outlook

Initiative & Problem Solving Skills

Must be computer literate

Ability to manage confrontation & challenging behavior

### **VENDOR**

Minimum 1-2 years' experience in a similar role

Must be customer-service oriented

Must be professional and friendly

### **WAREHOUSE ATTENDANT**

Minimum 5 years' experience in a similar role

High School Diploma

Must be physically fit

Knowledge of Construction Materials

Must be computer literate

Good Communication skills

### **WELDER/MECHANICAL FABRICATOR**

At least four years' experience in a similar role

Minimum 4 CXC subjects **including Maths & English**

Working knowledge of Small Engines (specifically GY6 & Honda)

Must have extensive knowledge in MIG, TIG and Arc Welding, as well as experience in Fabrication

Good Oral & Communication Skills

Knowledge of Excel & must be comfortable with the use of Android OS