

## **Available Vacancies at OSEC (available December 18, 2020)**

### **AGENCY DIRECTOR**

A minimum of 10 years in Digital Marketing experience, with an in-depth understanding of various marketing approaches

Undergraduate degree in Marketing, Business Administration, or other relevant education

Experience launching, developing and profitably managing a business, an asset

Proven strength in leading a team to deliver exceptional results while balancing business needs with individual and team development

Demonstrated experience in delivering operational excellence in support of business unit objectives, such as budgeting, tracking investments and ROI, managing HR requirements and other required leadership / management activities

Demonstrated success in large-scale project launches and collaboration with global teams

Substantial project management experience to launch complex digital marketing programs involving multiple teams, executive stakeholders and multiple service providers/vendors

Proven strengths in Digital Marketing with a goal of enhancing CX, including search marketing (SEM/SEO), content marketing, social media, mobile marketing, influencer and earned media campaigns, user generated content, relationship marketing, and use of web analytics and how they are applied.

A strong understanding of Paid, Owned, and Earned aspects of Digital marketing and how they fit as part of an overall, integrated marketing mix

Appropriate technical knowledge to understand various platforms and provide a communication bridge between technical and non-technical stakeholders

Examples include: Content management system (CMS) and technologies, including SharePoint, HTML, XML, CSS, RSS, Flash and image editing software; CRM and Lead Management Automation; Web reporting and measurement, analytics and metadata; Adobe Experience Manager and Adobe Analytics; as well as the ability to translate digital analytics into business insights.

Proven skills in business acumen, consulting and change management with the ability to think critically and challenge status quo while delivering solutions that fit within an organization's culture and matrixed environment

### **ASSISTANT CHIEF ENGINEER**

Minimum five (5) years' experience in the Hotel Industry with at least two (2) years' experience in a supervisory capacity

Must possess at least a diploma in an appropriate field of engineering or Construction Management

Must be computer literate

Familiarity with codes, certification with professional bodies is an advantage

### **ASSISTANT FOOD & BEVERAGE MANAGER**

Minimum 2 years' supervisory experience in a luxury resort

Must possess a Degree or diploma in Hotel Management

Must be able to function at strategic and operational levels

Strong leadership skills

Second Language would be an asset

### **BRAND MANAGER**

Minimum university educated (to Bachelors level) in marketing, a commercial subject or similar experience

7+ years of marketing experience, with at least 1-2 years' experience in brand management of International Clients

Experience managing Clients with over one million in marketing budget

Comfortable with high-level, strategic thinking, and hands-on implementation, with close attention to detail

Experience in a highly commercial environment is key, with a deep understanding of growth metrics and KPIs, and strong instincts for where the greatest gains, at the fastest speed, may be made

Extensive Budget management experience with strong analytical skills, financial skills and P&L understanding

Capable of analyzing data & drawing conclusions to provide key insights and action plans

Highly organized with keen prioritization skills to effectively manage marketing activity roadmap

Strong negotiation skills and experience with vendor management

Experience in both traditional and digital advertising

Keen understanding of social media and community management

Resilient and able to respond under pressure

Entrepreneurial and able to multi-task and prioritize

Able to work autonomously & provide independent opinions

### **CHIEF TECHNOLOGY ARCHITECT**

Bachelor's Degree in Science, Technology, Engineering, Mathematics or a Master's Degree

20+ years experience in technology design, implementation, and operation experience.

Relevant Industry certifications from key vendors such as Cisco (networking), HP (servers), Sun Microsystems (servers).

Certifications in Business Continuity Management and at least 5 years' experience in Business Continuity Management.

10+ years experience in product delivery and building secure enterprise technology solutions.

10+ years of experience in establishing security design, threat modeling, secure programming and crypto.

10+ years experience managing a global technology team -direct management of enterprise architecture teams with considerations for security, scalability, various application development approaches and architectural frameworks.

Proven experience and excellent technical understanding of crypto assets.

Experience in Business Continuity Management in the Fintech industry, designing resilient technology infrastructure, developed plans (e.g. disaster recovery) to mitigate risk.

Experience with and significant knowledge of IT outsourcing activities in a managed services environment.

Experience in business management with P&L responsibilities

### **DIETITIAN/QUALITY COORDINATOR'S ASSISTANT**

Must possess certification in Food & Nutrition, Dietetics or related fields

Must have excellent interpersonal skills

Must be detail-oriented and deadline-driven

Must have strong problem solving and organization skills

Must have advanced skills in Microsoft Office, data entry and data analysis

Previous experience in a similar role would be an asset

## **EXECUTIVE HEAD OF FINANCE & PURCHASING**

Minimum 5 years as a Resort/Hotel Head of Finance and Purchasing at an Executive Level  
Bachelor's degree in Hotel Administration and/or Business Administration/Accounting  
Knowledge of Hotel Accounting, F&B Point of Sale, Property Management Systems and General Business and procurement Systems preferable

## **FARMER**

At least 10 year's Farm Work experience; Knowledge of Agriculture is an asset

## **GENERAL CONSTRUCTION SKILLED LABOURER**

Minimum 5 years' experience as a General Construction Skilled Labourer  
Must have previous experience working in remote island locations on high quality residential and resort projects  
Extensive experience/knowledge of construction techniques  
Previous multi-faceted construction and development experience preferred  
Holder of a Level One Skills Certificate essential from a recognized Trade School  
Strong communications skills required  
Knowledge of OSHA required

## **GENERAL MANAGER OF FOOD & BEVERAGE**

Bachelor's Degree in Culinary and/or Hospitality Management  
10+ years' experience in Food and Beverage operations at an executive level; preferably in an international luxury hotels and an independent branded operator restaurants  
7+ years' experience in an International, high end Food and Beverage business development and operations, preferably luxury hotel operating brands, with European and Asian experience  
5+ years' experience in project management  
Extensive management experience within luxury & lifestyle and ultra-lifestyle multi-outlet international hotels  
Knowledge hospitality POS system application, hardware, software and menu programming  
Prior experience with managing and controlling labor and food cost in the food service industry  
Ability to understand and apply principals of all Food and Beverage metrics of measurement  
Flexible and able to adjust within a fast-paced work environment with shifting deadlines and schedules  
Must also be a multi-tasker with strong work ethic  
A creative thinker and a problem solver, who can bring innovative ideas to grow the brand and the business and be capable of executing those ideas  
Exceptional oral and written communication skills; and presentation skills  
Strong diagnostic, analytical and negotiating skills; Strong leadership and training skills  
Proven experience opening multiple restaurants  
Proven knowledge of diverse international and regional cuisine and trends

## **HEAD OF SEO CONVERSION**

Minimum university educated (to Bachelors level) in digital marketing, a commercial subject or similar experience  
8+ years of experience in digital marketing optimization, with significant experience in management roles  
Extensive experience in managing projects of digital marketing technology implementation

Advanced leadership and people management skills

Proven experience developing and scaling new digital programs, monitoring and refining existing programs to meet our Client's objectives, strategies, and revenue forecasts

Experience owning and driving SEO strategies, with demonstrated experience in both Technical and Content SEO implementations, and day-to-day management

In-depth knowledge of Customer Journey Optimization best practices with experience developing and implementing testing strategies across channels, including designing and analyzing contact strategy automation techniques/tools and customer experience

Demonstrated experience with data-driven marketing, a/b and multivariate testing experience & with Web Analytics with a successful track record of implementing and managing different Digital Marketing Tools

Exceptional analytical skills and the ability to promptly establish priorities and communicate expectations

Able to build deep client and industry knowledge, identify trends, gaps and opportunities from data and client/industry information

Comfortable with ambiguity

Able to change direction quickly when required by Client or if projects take a new direction

Must be able to travel 15-20% of the time

### **MAINTENANCE TECHNICIAN/BARTENDER**

Minimum 1-3 years' experience required

Previous experience in general maintenance required

Luxury or boutique resort/hotel or independent bar/restaurant experience ideal

High School Diploma

Certification or years of service in mixology; Good Knowledge of restaurant/bar service delivery

Certification in Electrical; Good knowledge of food safety & hygiene principles;

Competent in the use of computer systems (especially Point of Sale systems & Microsoft Office or equivalent)

Good Communication skills (verbal and written)

Good organization and execution skills; Strong analytical and solutions creation skills

### **OFFICE ASSISTANT**

Minimum 2 years' experience

Minimum Secondary School Completion

Good customer-service & communication skills

### **PASTRY SOUS CHEF**

Minimum 3 years' experience in a luxury resort

Certification in Food Production, HACCO and Food & Hygiene

Excellent communication and interpersonal skills

### **PLANT OPERATOR**

Minimum five (5) years' experience in the hotel industry with at least two (2) years in a supervisory capacity

Minimum secondary level education certification in a field of engineering or technical competence equivalent to at least Level III HEART Trust NTA certification

Sound judgment, decision making and supervisory management skills

Must be willing to work long and flexible hours; must be computer literate

## **PRINTERY & INVENTORY OPERATOR**

High School Graduate (Academic Competence in English & Maths)

Must be Computer Literate

Must be an effective communicator, team-player

Must be Self-Motivated, flexible and adaptable with Proper Time Management skills and Strong work values

## **QUANTITY SURVEYOR (BARBUDA)**

Minimum 5 years' experience

A degree or any other suitable qualification in Quantity Surveying or directly related field

Good understanding of basic principles and functions of mathematics

Must be highly proficient with Excel, costing and scheduling programs

## **RETENTION MANAGER**

Minimum university educated (to Bachelors level) in marketing, a commercial subject or similar experience

7+ years of digital marketing experience with a successful track record of implementing and managing Digital Marketing Programs in a multi-channel environment

Minimum 2 years of experience in Retention and Loyalty Marketing with an international customer base

Proven experience managing a Rewards program and/or Customer loyalty program

In-depth knowledge of Customer Journey Optimization best practices with experience in developing and implementing testing strategies across channels, including designing and analyzing contact strategies, automation techniques/tools and customer experience optimization

Demonstrated experience with data-driven marketing, a/b and multivariate testing experience, Analytics, with a successful track record of implementing and managing different Digital Marketing Tools

Ability to interpret and present data/results (both written and verbal) to stakeholders in engaging and meaningful ways

Advanced knowledge of MS Office software applications, advanced Excel is a must

Ability to manage and prioritize multiple projects simultaneously within a complex organization

Experience leading, coaching and mobilizing teams

Excellent negotiation, influence and relationship building skills

Resilient and able to respond under pressure

Entrepreneurial and able to multi-task and prioritize

Must be able to travel 15-20% of the time

## **REVENUE MANAGER**

Minimum two years' experience working at an International 5 Star Luxury Hotel

Qualifications in Hotel Management/Accounting

University Degree preferred/Second Language would be an asset

Must have strong communication and interpersonal skills and commitment to a high level of guest satisfaction

## **RIGGER/HELPER**

At least 3 years' working experience in climbing and rigging

Construction or Labourer experience is an asset; Minimum High School Diploma | Knowledge of IOSH Safety Standards | Excellent communication skills

## **SEAMSTRESS**

Minimum 5 years' experience REQUIRED

High School or Tertiary Education Completion

Proven experience as a seamstress with prior experience in fashion design

Must be versatile, reliable, flexible and proactive

Professional appearance and behavior at all times

Good command of the English Language

Ability to execute at a very high level

Meticulous and fast-paced style of work

## **SOCIAL MEDIA MARKETING MANAGER**

Minimum university educated (to Bachelors level) in marketing, a commercial subject or similar experience

7+ years in a similar capacity with a medium to large scale Marketing organization, with at least 1-2 years' experience in an advertising agency would be an asset

Deep knowledge of all social media platforms (including but not limited to Facebook, Twitter, Twitch, Instagram, Google+, Snapchat, Pinterest and YouTube)

Good understanding of the key social media cultural differences around the world in order to strategically service international Clients

Demonstrated experience with social media content creation (including blog writing, promotional campaign creation, and infographics) across various channels and media types

Proven track record of building and growing international brands on social media & identifying social media marketing opportunities within an overall Marketing Plan and or marketing Campaign

Strong understanding of content marketing principles and ability to integrate them into social media publishing tactics

Proven experience in vendor management

Experience producing content for the advertising industry (Agency or client side)

Proven ability to manage significant social media marketing budgets

Proven creative, strategic and communications skills with dedicated experience growing international social media accounts (both existing and start-up-based), and possess in depth knowledge of content marketing principles

Demonstrated experience with social media content creation (including blog writing, promotional campaign creation, and infographics) across various channels and media types

Demonstrated experience commissioning, briefing and producing video content

Photography and editing software experience an asset, including expertise with smartphone-based tools

Experience utilizing social media management software, such as Hootsuite or TweetReach, as well as social listening tools

Knowledge of online marketing tactics and search marketing fundamentals

Ability to prioritize tasks in a fast paced environment

Motivated individual, comfortable with rapid changes

Passion for content marketing, social media marketing and analytics

Excellent verbal and written communications skills, with emphasis on writing and editing

Experience managing multiple projects at the same time and proven time management skills

Regular, consistent and punctual attendance

Must be able to work nights and weekends, variable schedule(s) as necessary

**WELDER/FABRICATOR**

At least five years' experience in a similar role

A high school diploma with a certificate of training in the area of welding/fabrication or metal machining

Must be proficient in calculation; Must know how to use the metric system and imperial measurements

Must show experience in fabricating and weld to a very clean and neat finish

**VENDOR**

Minimum 2-3 years' experience

**DEADLINE FOR ALL APPLICATION**

**is**

**Wednesday 23<sup>rd</sup> December, 2020**

**PLEASE NOTE THAT IN ORDER TO REGISTER YOU MUST  
BRING WITH YOU THE FOLLOWING:**

**VALID PASSPORT**

**SOCIAL SECURITY & MEDICAL BENEFITS CARDS**

**RESUME**

**CERTIFICATES/DIPLOMAS**

**OSEC IS LOCATED ON REDCLIFFE STREET  
(Upstairs Beautirama)**

**For more information please call 562-8533/34**