

## VACANCIES Registered at OSEC (effective December 10, 2020)

### **ASSISTANT CHIEF ENGINEER**

Minimum five (5) years' experience in Hotel Industry | 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 | Degree or Diploma in Hotel Management  
Must be able to function at strategic and operational levels | Strong leadership skills | Second Language an asset

### **BARBER**

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

### **CAFETERIA CASHIER**

Minimum 3 years' professional experience | Must possess 5 CXC subjects including Math and English  
Must have excellent interpersonal skills | Must be detail-oriented and deadline-driven  
Must be friendly while having the ability to work under pressure | Must have advanced skills in Microsoft Office  
Previous experience in the food and beverage/hospitality sector would be an asset

### **CAFETERIA SERVER**

Minimum 3 years' professional experience | Must possess 3 CXC subjects including Math and English  
Must have excellent interpersonal skills | Must be friendly while having the ability to work under pressure  
Previous experience in the food and beverage/hospitality sector would be an asset

### **CARPENTER**

Minimum 2 years' experience in a similar role

### **CASHIER**

Minimum 2 years' experience  
Must have CXC Passes in English & Maths | Must know how to use Quickbooks

### **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 Microsystem (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

### **COOK**

Minimum 3 years' experience in a similar position | Diploma in Food Technology, Cooking or Baking  
Must have good interpersonal and teamwork skills | Must be flexible | Must be detail-oriented and deadline-driven  
Knowledge of HACCP procedures would be an asset

### **DIETITIAN/QUALITY COORDINATOR**

Minimum 5 years' experience | Previous experience in a similar role would be an asset  
Must possess an undergraduate or postgraduate degree in Human Nutrition, Dietetics or related fields  
Must have excellent interpersonal skills; Must be detail-oriented and deadline-driven  
Must have strong problem solving, project management and organization skills  
Must have advanced skills in Microsoft Office, data entry and data analysis | Must be a Registered Dietitian

## **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 | Experience in a similar role

## **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

## **FLOOR SUPERVISOR**

Minimum three years' relevant experience | Must possess Certification in Management or a related discipline  
Must have excellent interpersonal and communication skills | Must have excellent time management skills  
Must be able to inspire staff to exceed goals | Must have advanced skills in Microsoft Office  
A valid driver's license would be an asset | Previous experience in a similar role would be an asset

## **FOOD SERVICE PORTER**

Minimum of 3 CXC subjects including Math and English | Excellent interpersonal & communication skills  
Must be able to work flexible hours including weekends and public holidays | Must be able to lift 50 lbs  
Previous experience in a similar role would be an asset

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

Bachelor's Degree in Culinary and/or Hospitality Management | 5+ years' experience in project 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  
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  
Strong diagnostic, analytical and negotiating skills; Strong leadership and training skills  
Proven experience opening multiple restaurants | Exceptional oral, written communication & presentation skills  
Proven knowledge of diverse international and regional cuisine and trends

## **INVENTORY CLERK**

Minimum 2 years' experience | Associates' Degree Preferred | Must be Proficient in Microsoft Suite  
Must be Proficient in Accounts and Accounting Software (preferably QuickBooks)  
Good Customer Service Skills | Strong Organizational & Multitasking Skills | Ability to work independently

## **KITCHEN SUPERVISOR**

Minimum five years kitchen supervisory experience | Must possess an Associate Degree in Culinary Arts  
Must have excellent interpersonal & communication skills | Advanced skills in Microsoft Office  
Must be able to work flexible hours including nights and weekends  
Must have completed a minimum of Level 2 food safety training or qualifications in HACCP food safety systems

## **LABOURER**

Minimum 2 years' experience in a similar role

## **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/years of service in mixology; Good knowledge of restaurant 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); Organization and execution skills  
Analytical & solutions creation skills

## **PASTRY SOUS CHEF**

Minimum 3 years' experience in a luxury resort | Certification in Food Production, HACCO and Food & Hygiene

## **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 & supervisory management skills  
Must be willing to work long and flexible hours; Must be computer literate

## **QUANTITY SURVEYOR (BARBUDA)**

Minimum 5 years' experience | Degree or suitable qualification in Quantity Surveying or directly related field  
Good understanding of basic principles & functions of mathematics  
Highly proficient with Excel, costing & scheduling programs

## **REVENUE MANAGER**

Minimum two years' experience working at an International 5 Star Luxury Hotel  
Qualifications in Hotel Management/Accounting | University Degree preferred/Second Language  
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 reliable, flexible & 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

## **SECURITY OFFICER**

Minimum 1 year Security experience | High School Completion | Good Communication Skills  
Must be a team-player and have a good command of the English Language

## **STEEL BENDER**

Minimum 2 years' experience in a similar role

## **STOREROOM CLERK**

Must possess a minimum of 3 CXC subjects including Math and English | Must have excellent interpersonal skills  
Must be able to work flexible hours including weekends and public holidays | Must be able to lift 50 lbs  
Must have a valid Antigua and Barbuda driver's license | Must have advanced skills in Microsoft Office  
A Diploma in Inventory Management or knowledge of Inventory systems would be an asset

## **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 APPLICATIONS is Wednesday 16<sup>th</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**

**OSCC IS LOCATED ON REDCLIFFE STREET  
For more information please call 562-8533/34**