

VACANCIES at OSEC (updated as of November 16, 2020)

ACCOUNTANT

Minimum 3- 5 years' experience as an Accountant
BSc in Accounting, Finance or relevant degree;
Additional certification (CPA or CMA) is a plus; Spanish and Italian speaking is a plus;
Knowledge of Construction Business is a plus;
Knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
Hands-on experience with accounting software like QuickBooks
Advanced MS Excel skills including Vlookups and Pivot tables
Strong attention to detail and good analytical skills

ADMINISTRATIVE ASSISTANT

Minimum 1-2 years' experience in a similar role
Tertiary Education Completion
Excellent use of Microsoft office including and especially word and excel; tracking changes, use of literary devices and pivot tables

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 FINANCIAL CONTROLLER

Minimum 3-4 years' Accounting experience working at an International 5 Star Luxury Hotel
ACCA Certification
Degree in Accounting required
Must have great analytical and organizational skills
Must be a critical thinker
Must be able to meet strict deadlines
Must have strong communication and interpersonal skills and commitment to a high level of guest satisfaction

BARTENDER

Minimum 1-2 years' experience
Must have valid drivers license and own vehicle

BEACH ATTENDANT

Minimum 1-2 years' experience
Must be service-oriented
Must be sales driven

BUSINESS DEVELOPMENT OFFICER/FINANCIAL ADVISOR

At least 4 years' work experience as a financial advisor and/or account relationship management experience within the financial services field.
Superb communication and presentation skills
Must be willing to spend at least 80% of time out of the office and work independently
Must have access to a vehicle for daily use

CHEF TUTOR

Bachelor Degree in Culinary Arts or related field; Master Degree an asset
A minimum of 5 years' industry experience and 3 years teaching/training experience at a reputable organization.
Current ServSafe, HACCP or equivalent certification
Ability to develop new curriculum in anticipation of changes in Market discipline
Highly organized, with strong leadership and motivational skills
Must be a team player
Computer Literate and proficient in MS Office Suite software
Strong written and verbal communication skills; Professional presence
Must be able to work a flexible schedule, including weekends and holidays

CHEF/RESTAURANT MANAGER

Minimum five years' experience
Culinary Degree required
Knowledge of the Western Cuisine Cooking Philosophies
Excellent Communication Skills
Must be able to multitask
Customer & People-oriented

CHIEF FINANCIAL OFFICER (REAL ESTATE)

15+ years' CFO/Finance Executive experience in a multi business Group or equivalent combination of education and experience
CGA/CPA qualification is a must have for this role
MBA in Business finance from a top tier college is international collage is desirable
Experience with investor relations, particularly with high value Real Estate acquisitions and dispositions would be preferred.
Public company experience is required
Business acumen to work with all levels of leadership
Ability and proven experience to lead, coach and mentor a team
Willingness to work in high energy, fast and evolving organizational environment

Exceptional business analysis, communication and collaboration skills

CLEANER 1

Minimum 1-2 years' cleaning experience

High School Completion

On the job training will be provided

CLEANER 2

Minimum 1-2 years' cleaning experience

High School Completion

Must be hardworking and able to lift heavy

Must be able to work under the sun for long hours

Must be fluent in Spanish & English

Must be flexible

COMPUTER TECHNICIAN

Minimum 5 years experience in a similar role

Computer Certification or equivalent

Excellent Command of the English Language

Must be a fast learner

Must be able to troubleshoot technical issues

COOK

Minimum 2 years' experience

Must have a valid Food Handler's Certificate

Must specialize in Local & International Cuisine

Must be able to work alone

DISPATCH & FILING CLERK

Must have a Valid Driver license

Good command of the English language

Ability to multi-task and meticulous execute task

Should have at least 3 CXC subjects

Basic proficiency in Microsoft Word

DOMESTIC

Minimum 2 years' experience

Must be professional & trustworthy

Must be able to wash, cook, clean and iron

ELECTRONICS TECHNICIAN

Minimum 10 years' experience in a similar role

Must possess a Certificate in Electronics

Knowledge of troubleshooting and repairing motherboards

Knowledge of LCD Repair, Fibre-optic installation and repair

Experience with the installation and repair of power systems

EXECUTIVE CHEF

Minimum 6 years' related experience in a Head Chef position

Must be schooled in Sushi, Japanese and Peruvian Cuisine

Training & Mentorship is required

Prior experience in a Nobu Restaurant or Hotel is desirable

FARM HAND

Knowledge of Agriculture and Farm work is an asset

High school graduate is preferred

FISHERMAN

Minimum 3-5 year's experience in a similar role

Secondary School Completion

Must be experienced in Diving

GARDENER/HANDYMAN

Minimum 2-3 years related experience

Technical Building and Garden Maintenance Skills

Good Verbal and non-verbal communication skills

Knowledge of Caribbean and Antiguan horticulture and plant species

Knowledge of small Caribbean and Antiguan wildlife, insects, and ecosystems

Some knowledge of the use, benefits and risks of cleaning agents, fertilizers, and pesticides

GENERAL CREW MEMBER (MUSIC PRODUCTION)

5-10 years experience in the Music Industry

Must be certified in Sound Engineering

Minimum 5 CXC's, inclusive of Maths, English & Computer Science

Experience in the entertainment industry to include setting up band equipment and truss systems

Experience in general maintenance repairs of technical equipment

GENERAL MANAGER – HEALTH & WELLNESS OPERATIONS

Minimum five (5) years' clinic management/administration or related experience working with all levels of staff.

Master's or Doctorate degree in clinical research or applied research with minimum of 10 years of operations management of a Health Care business experience preferred.

Health & Wellness subject matter expert with the strategic vision to create differentiated, authentic Health Spa & Wellness experiences.

Expertise in Integrative, Naturopathic, Wholistic, Regenerative, Anti-aging type clinics is a must.

Extensive knowledge in Fitness, Nutrition and Wellness.

Ability to work well independently, prioritize work and meet deadlines

HANDYMAN

Willing to work

Knowledge of Gardening and yard duties is an asset

HEAD GARDENER

Minimum 4-5 years related experience

Technical Building and Garden Maintenance Skills

Good Verbal and non-verbal communication skills

Knowledge of Caribbean and Antiguan horticulture and plant species

Knowledge of small Caribbean and Antiguan wildlife, insects, and ecosystems

Some knowledge of the use, benefits and risks of cleaning agents, fertilizers, and pesticides

HEAD HOUSEKEEPER

Minimum 3-4 years related experience

Exceptional housekeeping or home management skills

Good Verbal and non-verbal communication skills

Ability to perform functions with attention to detail and a sense of urgency

Good knowledge of hospitality industry standards

Knowledge of the use, benefits and risks of cleaning agents and appliances

HEAD OF PROPERTY MANAGEMENT

Bachelor's Degree in Hospitality Management, Real Estate Development, or a related field preferred, with sufficient experience to provide strong leadership in property management practices and techniques.

Minimum 10 years' Property or Resort Management Experience, locally, regionally and internationally

Availability and willingness to respond to occasional property emergencies in multiple.

Experience with Property Management and CRM software; Strong local market knowledge/experience.

Demonstrated ability to work autonomously

Excellent communication and rapport building skills

HOUSEKEEPER

Minimum 2-3 years related experience

Good housekeeping or home management skills

Good Verbal and non-verbal communication skills

Ability to perform functions with attention to detail and a sense of urgency

Good knowledge of hospitality industry standards

Knowledge of the use, benefits and risks of cleaning agents and appliances

KITE SURF INSTRUCTOR

Minimum 2 years related experience

First aid certification as well as an up to date kitesurfing teaching licence from a recognised organisation (*such as but not limited to IKO, VDWS and BSKA*)

Competent Boat Driver

Must be fluent in the English Language

Must be a good motivator and entertainer for our students/guests

Must be able to keep safety as your number one priority

Must be a good team player, respectful and caring for the teaching equipment

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

SECURITY OFFICER

Minimum 3 years' experience required

MUST be able to work shifts

Must be professional, hardworking and responsible

Must be flexible

Must have excellent work ethics and great communication skills

Must be a team player

SENIOR HR GENERALIST

Minimum 4-5 years' experience

Experience working with HRIS is a must

Great communication and organizational skills

Sound knowledge of contemporary approaches to performance management

Broad knowledge of HR practice including culture, engagement, leadership and team development

Excellent interpersonal and communication skills; complete fluency in English (both written and spoken); Strong problem-solving skills and ability to provide sound judgement

Ability to handle sensitive and confidential information appropriately

High degree of adaptability and flexibility to change

Must be flexible with work schedule and assignments

Must be self-motivated, resourceful and able to work with minimal supervision and within a team environment

SUB-REGIONAL MANAGER (CARIBBEAN)

Minimum 10 years' experience

An advanced degree or equivalent level qualification in conservation/ natural resource management or a relevant social science field

Substantial conservation experience in developing countries, including the Caribbean

Proven record of ownership of – and accountability for - programme operations and delivery at similar level; Technical background in island and species conservation

Substantial track record of fundraising and nurturing donor relationships

Experience managing grants, including statutory funding sources

Understanding of statutory and regulatory frameworks within which to operate

Diverse experience of collaboration with partner organisations

Experience managing teams to deliver projects; Experience in institutional development and capacity building; Experience working at a leadership level within a dispersed team

People management skills, including team leadership, mentoring and training

Financial management skills, including project budgets of at least \$100K

Strategic planning and programme development; Technical conservation, preferably spanning both ecological and social/ economic fields

Fluency in written and spoken English

TAILOR

Minimum 3 years related experience

High School Completion

Must be able to cut, sew and make alterations

DEADLINE IS MONDAY 23RD NOVEMBER

FOR MORE INFORMATION PLEASE CALL

THE ONE STOP EMPLOYMENT CENTRE

AT 562-8533/4