

## VACANCIES Registered at OSEC (effective April 20, 2021)

### **ACCOUNTS MANAGER – SOCIAL MEDIA (MARKETING)**

Minimum 2-3 plus years' experience an advertising/social agency or similar marketing department category/product experience  
Bachelor's degree in Marketing or Communications (or any other related sector) or relevant experience  
Strong knowledge of social media platforms, influencers and community management best practices  
Analytical mindset and ability to communicate valuable insights and recommend action plans based on reports  
Experience with the MS Office (Word, Excel, and PowerPoint) and a general comfort level with numbers. Vendor/agency management experience and great communication  
Positive attitude, strong interpersonal skills, ability to communicate clearly with diplomacy and persuasion  
Excellent organizational skills and ability to keep track of and meet deadlines  
Ability to thrive and prioritize in a dynamic, constantly changing work environment  
Team player, adaptable and able to work with a number of different departments  
A passion for communications, advertising and social media and a strong desire to learn

### **APPRENTICE (AUTO MECHANICS)**

Minimum 1 year experience  
Secondary School Completion | Must be willing to learn

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

Minimum of three (3) years' experience in a Food & Beverage management position with extensive industry experience in an all-inclusive resort  
Minimum 3 years' experience as Supervisor in hospitality (Food Services and Beverage Service)  
College or University Degree in Hospitality Management and or equivalent experience/education  
Degree in Tourism Business Administration or related areas  
Restaurant/Beverage management experience required  
Ability to work well under pressure and keep calm in difficult situations  
Strong organizational and leadership skills required to guide the department to excellence  
Strong understanding of business management and accounting principles  
Must be fluent in the English Language; second language would be an asset  
Excellent computer, problem-solving, and customer service skills  
Must be flexible  
Ability to walk, stand, and occasionally carry heavy items in a fast-paced, stressful environment  
Excellent interpersonal skills, especially business skills  
Good written and spoken communication skills  
Experience Working with Five Diamonds World-class luxury, AAA standards  
Must have experience working with New Hotel System  
Must have Food Handler's Permit - Up to date with food and beverages trends and best practices  
Must have experience working with SAP  
Guest-oriented and service-minded

### **CHIEF ENGINEER**

A minimum of a first degree in Electrical/Mechanical/Civil Engineering from a recognised college or university  
Working knowledge of ASHRAE, JS21, NFPA & NEC life safety codes and standards  
CEM/CFM certification preferred.  
Minimum of five (5) years' experience in the hospitality industry or related field  
Experience with Chill Water Systems  
Experience with waste water treatment and reverse osmosis water plants necessary  
Maintaining hotel standards, policies, and Procedures as they relate to health and safety  
Developing and implementing energy-efficient strategies for utility consumption  
Troubleshooting all mechanical, electrical, HVAC and plumbing systems in a timely manner  
Possessing strong leadership qualities, with the ability to organise and delegate tasks to a team.  
The ability to read and understand blueprints and schematics  
Organising, directing, planning and controlling all engineering activities

## **COOK**

Minimum 5 years' experience

## **COOK/HELPER**

Minimum 1 year experience

Must be customer-service oriented

## **CRAWLER CRANE OPERATOR**

Minimum 10 years' experience operating Crawler Cranes

Must be able to diagnose the equipment whilst operating the machine

## **CREW MEMBER/CARPENTER**

Minimum 15 years experience

## **ENVIRONMENT, HEALTH & SAFETY MANAGER**

Bachelor's Degree in Environmental Studies/Public Health/Occupational Health and Safety or related field | Minimum Two (2) years' experience in similar capacity

Computer literate with knowledge of relevant applications and software i.e.

Windows/Excel/Access/Outlook

## **EXECUTIVE HEAD OF FOOD & BEVERAGE**

At least 10 years of experience in the Hospitality industry with applicable International and Caribbean experience

Hotel Management or Business Degree required or equivalent work-related experience

Extensive managerial experience required, with at least 2 years' experience at the Executive level

Respectful leader with a desire to grow talent; Solid leadership and training skills

Internationally verses, multi-cultured and second language would be an asset

Genuine passion for Food & Beverage with a finger on the pulse in market trends and changes

Knowledgeable in employee and industrial relations

## **FARMER**

Minimum 2-3 years' experience in Farming

Basic Knowledge of Farming, Cultivation & Irrigation of Crops, Spraying & Weeding

## **HEAVY DUTY DIESEL MECHANIC**

Minimum 10 years' experience

Certificate in Training required

Must be familiar with Diesel Engines and the tracking system

Must be able to fix heavy duty equipment to include Diesel engines and order parts

## **LANDSCAPER**

No experience required

Great work ethic with excellent service skills

Must be fit and physically healthy

## **LIVE-IN NANNY**

Minimum 2-5 years' experience as a Nanny

Secondary School Completion

## **MAINTENANCE MANAGER**

Minimum Ten (10) years' experience in Maintenance at a managerial level plus

Minimum BSc Degree in Mechanical/Electrical Engineering

Must have the ability to troubleshoot electrical and other technical problems

Advanced knowledge of building management/engineering

Must be proficient in Microsoft Office

Must possess excellent analytical and report writing skills

Must demonstrate negotiation and implementation skills

Good communication and time management skills

Good leadership and people management skills | Budget /Cost management skills

Knowledgeable about correct safety measures

## **MARKETING OPERATIONS SPECIALIST**

Relevant degree/diploma or a minimum 2 years' experience in a Web Development/Content/CRM/Email Marketing or similar role  
Proven experience with HTML5 and CSS3 | A Strong knowledge of JavaScript  
Experience with Content Management Systems, CRM, and Email Marketing preferred  
Knowledge of SQL, SEO, design and development best practices would be an asset, but are not required. A strong desire to learn new tasks and the ability to quickly apply learnings to day-to-day projects  
Motivated and adaptable individual that is comfortable with rapid changes  
Excellent verbal and written communications skills, with emphasis on writing  
Ability to multi-task and meet deadlines while maintaining a strong attention to detail

## **ORIENTAL CUISINE COOK/ASSISTANT CHEF**

Minimum 5 years' experience in a similar role  
Must manage the use of industrial woks, in addition to any other Asian cooking implements  
Must have the ability to multitask and thrive in a fast-paced environment  
Must be proficient in professional knife handling | Must be flexible

## **PAINTER**

Minimum 5 years' experience | Knowledge of Painting is required  
High School Diploma | Must be able to work independently and efficiently

## **PATIENT SERVICES CO-ORDINATOR (PHYSIOTHERAPY)**

Minimum 1-3 years' experience  
Nursing experience required  
Good customer service skills | Must be computer literate  
Knowledge of Ardyss Life Products  
Infection Control/Sanitation Skills; Good Salesmanship Skills required  
Ability to conduct temperature checks on patients/clients when entering the office

## **PERFORMANCE & PRODUCT EXECUTIVE (DATA ANALYST)**

At least 5 years' experience in a similar position  
Bachelors' Degree in Marketing/Statistics or equivalent experience  
Strong computer and Data analysis skills – Proficiency in softwares such as Excel, Access & B SQL  
Quantitative and Qualitative Market Analysis  
Strong Problem-Solving skills  
New Product Planning experience – from idea generation, testing and development through commercialization

## **PROGRAM/VETERINARY ASSISTANT**

Minimum 5 years' experience as a Vet Technician or Animal Welfare Assistant  
Must be able to evaluate situations in a compassionate manner and offer assistance through relevant agencies  
Must be knowledgeable in spay and neuter surgery and able to assist on surgery days  
Must be physically fit, to carry dog crates and cat traps to be transported to the clinic  
Must be able to work independently and as a team-player  
Must have a good understanding of animal behavior, able to handle difficult pets  
Valid Driver's license required  
Must be flexible

## **RESIDENT MANAGER**

Minimum of five (5) years' experience in a senior management position with extensive industry experience | Proficiency in Travel, Tourism and Leisure required  
Minimum three (3) years' experience as Supervisor in hospitality (Front desk and/or Guest services)  
Minimum Bachelor's degree in Hotel or Hospitality Management  
Ability to work well under pressure and keep calm in difficult situations  
Must be fluent in the English language; second language would be an asset  
Proficiency in MS Office required; Must be advanced in Microsoft Excel  
Must be Flexible | Good written and spoken communication skills  
Excellent interpersonal skills, especially business skills  
Must have experience working with SAP  
Must be able to manage payroll processing

## **RESTAURANT MANAGER**

First Degree in Hospitality Management or equivalent | Extensive knowledge of F & B operations  
At least five years' management experience in fine dining restaurants  
Working knowledge of Microsoft Office Suite (i.e. Word, Excel, Outlook)  
Participation in the development of the annual budget for the department  
The ability to manage stress and long working hours | The ability to lead & motivate others  
Excellent written & verbal communication skills | Highly motivated, self-directed and results driven  
Administering the continuous training and development programme within the department

## **ROTI MAKER & CASHIER**

No Experience required | Cooking experience is a plus; Must be willing and able to learn

## **SOCIAL MEDIA MARKETING MANAGER (MARKETING)**

Minimum Bachelors' Degree 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)  
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 & producing content for the advertising industry  
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 indepth 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 & editing software experience an asset, expertise with smartphone-based tools  
Experience in social media management software - Hootsuite or TweetReach, social listening tools  
Knowledge of online marketing tactics and search marketing fundamentals  
Passion for content marketing, social media marketing and analytics  
Excellent verbal and written communications skills, with emphasis on writing and editing  
Must be able to work nights and weekends, variable schedule (s) as necessary.

## **TRAFFIC CLERK**

Minimum 5 years experience with LCL shipping or Logistics processes  
Training or experience with the ASYCUDA system | Minimum five (5) CXC's - Math & English  
Strong customer service aptitude | Excellent written and oral communication skills  
Detail oriented, very well organized and excels at multi-tasking  
Team player; Computer proficiency including Microsoft Office; must easily adapt to new programs

***DEADLINE FOR ALL APPLICATIONS is Friday 30<sup>th</sup> April, 2021***

**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**

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