

AVAILABLE VACANCIES at OSEC (effective July 14, 2021)

BARTENDER

Minimum 3 years' experience as a Bartender
Knowledge of mixology for traditional and creative cocktails
Understanding of unique and complementary flavor pairings
Impeccable customer service and social perceptiveness
Ability to evaluate customer satisfaction and responsiveness
Ability to enforce company policies regarding the consumption of alcohol
Physical ability to stand and walk for long periods of time

BASE MANAGER (CHARTER INDUSTRY)

Minimum 10 years in the Bareboat charter industry with 5 years managerial experience
Management degree would be an asset | Strong communication and interpersonal skills
Strong organizational skills | Must be fluent in French (verbal and written)

CASHIER

Minimum 2 years' experience as Cashier | Secondary School Completion

COMMUNICATIONS COORDINATOR

Minimum 3-5 years in a comparable role
Knowledge of hospitality and executive level administrative standards and protocol
Demonstrated ability to interact and support a diverse group including management, homeowners and staff
Must be proficient in relevant computer applications including Microsoft Office (PowerPoint, PDF, Excel and Word)
Secondary School Degree required
Technical training certificates in secretarial, communications, administrative or related fields beneficial

COOK

Minimum 2-3 years' experience as a Cook
A proven track of food preparation and preservation knowledge is essential
Attention to cleanliness and safety | Must be responsible and trustworthy
Ability to communicate well in English

DOMESTIC

Minimum 2 years' experience as a Domestic

DRIVER

Minimum 3 years' experience as a Driver

Fluent in Italian & Spanish | Must have a valid Drivers' License

Good Communication skills | Must be Flexible | Must be able to lift heavy weights

ELDERLY CAREGIVER

Minimum 2 years' experience

Must be a Certified Elderly Provider

MUST have experience in looking after the Elderly

Must be honest, kind and caring

FARM HAND/VENDOR

No experience required

Must be able to lift | Must be a team-player

FOOD & BEVERAGE SERVER

Minimum 2-3 years' experience

Must have a valid Food Handler's Certificate

Knowledge of basic restaurant hospitality with a fully engaged, service-oriented attitude

Must have a very dynamic personality with a strong passion for the hospitality industry

Must be able to stand for up to long hours and lift a minimum of 30 lbs.

A team player who is alert to Guest and Team Member needs

FOOD SERVER

No experience required

Must have good communication skills | Must be customer-service oriented

Food Handlers' Certificate required

FULL-TIME INSTRUCTOR (BIOLOGY)

Master's Degree in Biology with teaching experience

GROUP FINANCIAL CONTROLLER

Minimum 12 years' experience

A Bachelor's degree in Accounting or Finance

CPA (Canadian), ACCA, or ACA Certification

Strong financial, accounting and managerial skills
International experience/ experience working in foreign markets
Strong ability to implement and monitor internal controls
Knowledgeable in QuickBooks, Pastel and other ERP accounting tools and systems
Must be proficient in MS Office Suite

HAIRDRESSER

Minimum 2-3 years' experience as a Hairdresser

HAIR STYLIST

Minimum 2-3 years' experience as a Hair Stylist
Must be customer-service oriented
Basic knowledge of hair care services; Must be able to style, braid, weave, relax and color hair

HANDYMAN/WELDER

Minimum 2 years' experience with appropriate electrical tools and welding equipment
Must be trained in Welding
Strong general repairing skills with a strong attention to detail
Must be fit and customer service-oriented

HEAD BUTLER

At least 3-5 years in a similar position
Bartending Skills
High School Diploma | Certification in Butler Service is beneficial
MUST have a Valid Driver's License & a Valid Food Handlers Badge

HEAD GARDENER/HANDYMAN

At least 5-8 years in a similar position
Knowledge of Caribbean and Antiguan horticulture and plant species
Knowledge of small Caribbean and Antiguan wildlife, insects and ecosystems
Knowledge of the use, benefits and risks of fertilizers, pesticides, herbicides and fungicides
Ability to recognize common plant disease, plant insects and unusual or poor plant growth
Must have a valid Driver's License

HEAD MECHANIC (CHARTER INDUSTRY)

Minimum 10 years in the bareboat charter industry
Excellent knowledge of mechanical & electrical systems, water makers, air-conditioning & refrigeration
RYA/MCA Yacht Master offshore license with sailing endorsement
Valid STCW certificates or a Capitaine 200 French license
Mandatory proficiency with Carl Source CMMS/TAM software
Thorough knowledge of marine engineering
Strong organizational skills | Fluent in French (verbal and written)

HELPER (FAST FOOD)

Minimum 2 years' experience

HOUSEKEEPER

Minimum 5 years' experience
Good Communication & Organization Skills | Must be flexible
Must be fluent in Italian & Spanish

HOUSEKEEPING ATTENDANT

Minimum 3 years' experience within the hotel industry; previous hotel experience will be an asset
Must possess excellent people skills and ability to comfortably interact with guests & team

INDIAN COOK

Minimum 5 years' experience | Must know how to cook Indian cuisines

INTERIOR DESIGNER/ARCHITECT

Minimum 2 plus years' work experience | Qualifications for Interior Design or Architect is a must
Experience with AutoCAD, 3D modelling software and Photoshop is mandatory
Must be self-motivated with a positive attitude
Must maintain a high level of accuracy and attention to detail
Good time management skills and communication skills, written and verbal
Must be proficient in Microsoft Office | Must be fluent in English

KITCHEN ASSISTANT/ASSISTANT COOK

Minimum 4 years' experience

KITCHEN STEWARD

Minimum 2-3 years' experience as a Kitchen Steward

LINE CHEF

Minimum 1 year 'a la carte' experience

Have experience in all aspects of kitchen prep and on the hot line

Have high standards in food presentation

Are imaginative and flexible

MAINTENANCE TECHNICIAN

Minimum three years' experience in a similar position

Solid knowledge and specialized experience in electrics; air conditioning and refrigeration

Demonstrated knowledge in plumbing; laundry equipment; carpentry and other maintenance related skills

Possess a friendly and approachable personality

Previous experience in hotel operations will be an asset

NAIL TECHNICIAN

Minimum 2-3 years' experience as a Nail Technician

Knowledge of Nail Care Services (Manicures, Pedicures, Eyelashes, Acrylic & Gel Nails)

Must be customer-service oriented

OFFICE ATTENDANT

At least 1 year experience

Minimum 3 CXCs including English

Good Oral & Written Communication Skills

PASTRY CHEF

Minimum 1 year 'a la carte' experience

Have experience in all aspects of cake & pastry making; baking etc.

Have high standards in food presentation | Must be flexible

PRODUCE CLERK

Minimum 2 years' experience as a Produce Clerk

Secondary School Completion

Must have experience using a bandsaw

REVENUE MANAGER

Minimum five years' experience working at an International 5 Star Luxury Hotel
Bachelors or Master's Degree in Hotel Management, Accounting, Tourism or
Economic Studies preferred, or long-term track record of success in role within
industry

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 | A strong command of both written and spoken
English required

Well-developed interpersonal influence and leadership skills

Highly computer literate with a high-level command of Excel

Sound ability and knowledge to develop standards of operations and strategic
processes

Good analytical and numeric skills; Self-directed and motivated

ROTI MAKER

Cooking experience is a plus with knowledge of Roti Preparation

Good verbal and written skills | Must be able to work shifts

Must have a valid Food Handlers' Certificate | Must be willing and able to learn

SUPERINTENDENT (CONSTRUCTION)

Minimum 12 years' previous experience as Assistant Superintendent on a
construction site

Extensive experience/knowledge of construction, design and project management
required

Must have successfully delivered similar complex projects in remote or
challenging locations as an Assistant Superintendent

Previous residential construction and development experience required

SUSHI CHEF

Minimum 3 years' experience

High School Diploma | Must be highly skilled in Sushi Making

TEACHER/INSTRUCTOR (MARITIME)

Minimum 10 years' experience in a similar role

RYA Yachtmaster Instructor qualifications required | Previous RYA Instruction
experience

WAITRESS

Minimum 3 years' experience

High School Diploma

Ability to communicate well | Must be flexible

Attention to cleanliness and safety | Patience and customer-oriented approach

Excellent people skills with a friendly attitude Responsible and trustworthy

WATER TREATMENT/INSTALLATION ASSISTANT

Minimum 5 years' experience | Must know how to swim

Must have knowledge dealing with pool electrical and plumbing installations

WATER PROJECT ENGINEER

Minimum five years' experience in a similar role

B.S. degree in Engineering (industrial engineering / mechanical / chemical processing) preferably with specialization/experience in Water Treatment (desalination, irrigation, reverse osmosis, wastewater treatment, pumps, chemicals).

Solid engineering, planning, priority setting, and project management skills with experience managing multiple projects and resources concurrently

Must be a team player able to work across teams and uplifting junior technicians

Must possess accurateness and an eye for detail both in project delivery and administration

Ability to communicate effectively in English; other languages are a plus.

Must have a valid Driver's License

FOR MORE INFORMATION PLEASE CALL

THE ONE STOP EMPLOYMENT CENTRE

AT 562-8533/4

DEADLINE IS THURSDAY 22ND JULY, 2021