

AVAILABLE VACANCIES at OSEC (effective November 10, 2021)

ASIAN SOUS CHEF

Minimum 3 years' experience at a luxury establishment with excellent knowledge of Asian Food production & HAACP systems | Second language would be an asset
Must have a genuine passion for food and able to work within a busy environment & thrive under pressure

ASSISTANT BAR MANAGER

Minimum 2 years' experience in a similar position within a hotel environment
Tertiary qualification in Hotel or Bar Management or its equivalent from a recognized university
Must be HAACP Certified | Must have current food & beverage handling licenses/permits
Complete working knowledge of alcoholic and non-alcoholic beverages
Must have a passion for teamwork and very strong leadership skills

ASSISTANT FOOD & BEVERAGE MANAGER

Minimum 4 years' experience as a Food & Beverage Manager at a five star hotel
Diploma/Degree in Hotel Management required | Second language would be an asset
Must have a genuine passion for food and able to work within a busy environment & thrive under pressure | Must be a team-player | Must be service-oriented
Effective communication skills | Leadership/People Management skills

ASSISTANT ITALIAN COOK

Minimum 3 years' experience | Must be specialized in Traditional Italian Cuisine

AUTO MECHANICS INSTRUCTOR

Minimum 3-5 years' experience working in the Auto Mechanic industry
5 CXC Passes (including English & Mathematics) or Tertiary Level Completion
Knowledge of career and technology skills and competencies in Auto Mechanics
Experience in teaching in a classroom setting with diverse students is a plus

AUDIOVISUAL TECH/ IT SUPPORT

Associate degree in instructional media and technology or related field in addition to a minimum of two years' professional audio-visual experience | InfoComm CTS certification highly desirable
Advanced knowledge of circuitry, electricity, electronics, and the ability to read and follow schemata and technical manuals | Experienced with video recording, editing and production

Strong working knowledge of AV switching control systems (e.g. Extron, Crestron)
Superior interpersonal skills with demonstrated ability to work well with people.
Excellent verbal and written communication skills | Must be available to work evening and weekend hours
Must be able to lift and carry 50 pounds on a regular basis

BABYSITTER/NANNY

Minimum 1 year experience in a similar role | Must be **FULLY VACCINATED**
Early Childhood Certification required | Must have experience working with babies
High School Diploma | Must have a valid Driver's license

BAKER/PASTRY MAKER

Minimum 4 years' experience in a similar role | High School Completion
Artistic and creative in decorating cakes and other confections including chocolate and sugar art decorations | Must be physically fit
Excellent knowledge in the use of patisserie and their various possible combinations

BARBER

Minimum 2 years' experience

BEACH & SPORTS SUPERVISOR

Minimum 1 year experience in a supervisory role and two years' experience in similar Beach & Sports role | Minimum High School Diploma or equivalent
Must be able to Windsurf, Sail (e.g. Sunfish, Hobby Cat), Kayak, Water-ski, Snorkel and provide instruction/lesson in the same
Must be able to speak, read and write English, with fluency in other languages preferred | Must be able to lift at least 40 pounds | First Aid, Boat Masters & Valid Driver's License required

BRAND MANAGER (MARKETING)

Minimum 7+ years marketing experience | Bachelors' Degree required
1-2 years' experience in brand management of international clients
Analytical skills; Financial & Budget Management skills; Good attention to detail
Must have a passion for social media | Must be able to multi-task
Strong negotiation, communication and interpersonal skills

BUSINESS INTELLIGENCE ANALYST (MARKETING)

Minimum 4 years' experience in a similar role
BSc Degree or equivalent work experience

Analytical, problem-solving & strategic thinking skills required
Strong excel and reporting skills | Strong attention to detail | Great time-management skills
Strong verbal and written communication skills | Good interpersonal skills

CHEF

Minimum 2-3 years' experience in a similar role | **MUST BE FULLY VACCINATED**

CLUB SANDALS SUPERVISOR

Minimum two (2) years' work experience in a supervisory position
Associates Degree/Diploma in Hotel/Business Management or equivalent
Certification from a recognized vocational/technical institution in relevant field

COOK (RESTAURANT)

Minimum 1 year experience | Must be trustworthy & reliable

DECKHAND/SNORKEL GUIDE

Basic Boating experience required; Must not be prone to motion sickness | High School Completion
Must be a competent swimmer | Boatmaster 3 license desirable but not required

DENTAL ASSISTANT/HYGIENIST

5+ years' experience as a Dental Assistant/Hygienist | Good Understanding of Dental/Medical software
Ability to assist in making clinical diagnosis | Perseverance, Motivation, Confidence
Flexibility, Communication, Teamwork | Problem Solving, Leadership, Organization
General computer skills including Microsoft Suite & Google Docs

DESKTOP SUPPORT SPECIALIST (MARKETING)

Minimum 2 years' experience in Desktop Engineering
IT related education/certification required | Must be flexible
Must be competent in Microsoft Excel | Strong communication and interpersonal skills
Ability to prioritize projects | Good time-management, multi-tasking & organizational skills

ELDER-CARE ASSISTANT

Minimum 2 years' experience | **MUST** be fully vaccinated | Must have reliable transportation

Must be certified in any related health care area (i.e. Elderly Care, Geriatric Nursing)

Must be honest, reliable and a good team-player | Must be patient and have a sincere love for the elderly

FINANCE ASSISTANT

Minimum 1-2 years in a similar role | Minimum Associate's Degree in Accounting
Experience in accounts payable, accounts receivable, bank reconciliations

Positive attitude and wiliness to grow and learn | Organized and can work with tight deadlines

Ability to be extremely flexible, efficient and punctual

Analytical and critical thinker with strong verbal and written skills

Must be able to work independently as well as part of a team

Proficient in Microsoft Office applications (Excel is a must)

FINANCIAL RISK OPERATIONS ANALYST

Minimum 2 years' experience | Flexible schedule is a must

High School & College Completion necessary | Excellent management of customer service skills

Knowledge of financial-management principles, policies, and procedures is an asset

Must be self-motivated, innovative, with strong interpersonal skills, and possess the ability to work effectively with limited supervision

Ability to work autonomously or in a team environment | Strong proven verbal and written skills

Exceptional attention to detail to ensure high level of accuracy on all activities

Technologically self-sufficient on MS Office applications, specifically Excel, with the ability to learn new software, as required

Customer Service, Analytical, computer skills, attention to details, strong interpersonal skills

FINANCIAL RISK OPERATIONS SUPERVISOR

Minimum 3 years' experience in financial and risk data analysis

High School & College Completion necessary

3+ years' people, process, and operational management experience

Familiar with online financial risk, trends, analysis, and third-party verification and management solutions | Understanding of current internet technologies, regulation trends, policies and legal rulings | Strong written and verbal communication skills
Understanding of governance and compliance activities, processes, and standards
Proven track record in communicating and influencing senior leadership
Draws on experience and knowledge to assess and analyze facts and available information to come to quick and appropriate decisions | Advanced MS Office working knowledge

FLOOR SUPERVISOR

Minimum 2 years' experience as a Floor Supervisor | Minimum 3-5 CXC subjects including English

FLORIST

Minimum 2-5 years' experience | Secondary School Completion
Must be computer literate & social media savvy | Floral Designing skills a plus

FLOWER SHOP ASSISTANT

Minimum 1-3 years' experience in a similar role | High School Completion
Must be computer literate and computer savvy | Good customer service skills

FOOD & DRINKS MANAGER

Minimum 5 years' experience in a similar role | Must be certified in Food & Beverage |
Must be able to multi-task

FRONT OF HOUSE ASSISTANT (SERVER/BARTENDER)

Minimum 1-2 years' experience in a similar role | **MUST BE FULLY VACCINATED**

HAIRDRESSER

Minimum 2 years' experience

HANDYMAN

Minimum 2 years' experience in the construction field | Secondary School Completion
Knowledge of different areas in the construction field | Must be able to work independently

HEAD CHEF (FRENCH RESTAURANT)

Minimum 5 years' experience as a Head Chef in a Fine Dining restaurant, including 3 years in French gastronomy | Degree from a reputable culinary school | Must be specialized in French cuisine
Inventory & Cost control certificate | Health & Safety Certificate
Must be punctual, motivated, passionate & disciplined | Able to work under pressure

INDIAN COOK

Minimum 10 years' experience

ITALIAN PASTA BAKER

Minimum 3 years' experience | High School Completion

KITCHEN ASSISTANT

Minimum 1-2 years' experience in a similar role | **MUST BE FULLY VACCINATED**

LABOURER

Minimum 3 years' experience in a similar role | Secondary School Completion | Must be physically fit

LABOURER TO THE CARPENTER

Minimum 7-10 years' experience in working with a Carpenter
Knowledge in the field of Woodwork required | Must be physically fit & have personal transportation
Must be honest, skilled and fluent in the English Language

LINE CHEF (FINE DINING RESTAURANT)

Minimum 3 years' experience in a similar role | Food Handlers Certificate required
Certificate from a Reputable Culinary School OR 5 years in Reputable restaurant
Must be punctual, motivated, passionate & disciplined | Able to work unsupervised

LINE SERVER/GRILL ATTENDANT

Minimum 2 years' experience within the Food industry
Food Handling Certificate required | Good communication skills

MAINTENANCE TECHNICIAN

Minimum 5 years' experience in a similar role | Electrical certification required

Must have proven knowledge and experience in maintaining systems to include generators, sewage systems and desalination plants
Must be a team player | **MUST BE FULLY VACCINATED**

MANICURIST

Commission-based

3+ years proven work experience in manicures, pedicures, Gel application and nail art
Excellent customer service and communication skills

MARINE TECHNICIAN

Minimum 12 years' experience | Boatmaster 1 Qualification required
High school Diploma | Strong communications skills required;
Must be able to drive and operate Boats | At least a little navigational knowledge
Practice experience with tools and equipment used in marine maintenance
Ability to read and underage technical manuals | Good verbal and written communication skills

MARKETING OPERATIONS CO-ORDINATOR

Minimum 2 years' experience | High School & College Completion
Must be analytical with strong attention to detail
Must have a passion for social media and must be great at multi-tasking

MARKETING OPERATIONS MANAGER

Minimum 5 years' experience | BA/BS Degree in Marketing required
Analytical skills with a strong attention to detail
Excellent written & verbal communication skills | Must be good at multi-tasking

MARKETING MANAGER (HOTEL)

Minimum 5 year experience in a similar role | Minimum High School Diploma or equivalent
Must be able to perform job functions with attention to detail, speed and accuracy;
Must be creative and a clear-thinker | Must reflect a positive attitude at all times
Relevant Qualifications required | Must have a valid Driver's License
Proficiency with Microsoft Office Suite & Adobe Suite (Photoshop, Illustrator, Premiere, After Effects etc.) | Web design preferable

MASONRY INSTRUCTOR

Minimum 3-5 years' experience as a Mason
Technical Diploma and/or Certification in Construction trade | 5 CXC Passes
(including English & Mathematics) or Tertiary Level Completion
Experience in teaching in a classroom setting with diverse students is a plus

MECHATRONIC TECHNICIAN

Experience in Blow Molding and Distillery applications | Hi and low-pressure
compressor process
Ability to troubleshoot electromechanical system | Boiler overhauls and
maintenance
Knowledge of Fiber Optic communications & VFD programming | Process
Operations
Plc experience | Experience dealing with Pumps and motors repairs

MULTILINGUAL BARTENDER

Minimum 3 years' experience | Fluency in English & Additional Language
required

MULTILINGUAL CLERK

Minimum 3 years' experience | Fluency in English & Additional Language
required

NIGHT DUTY MANAGER

Bachelor's Degree in Hospitality Management, Business Management or any
related field
Experience in a Night Manager role within the hospitality industry
Good communication and written Skills | Excellent leadership skills & Customer
service skills
Ability to work independently as well as part of a team
Proven experience with front office management systems

OFFICE MANAGER (MARKETING)

Minimum 3 years' experience in a similar role | Associates' Degree or equivalent
Analytical skills with a strong attention to detail | Excellent written & verbal
communication skills
Must be good at multi-tasking

ONCOLOGY NURSE

Degree in Nursing required | Oncology Nursing Certification preferred

Experience in Oncology Nursing & Chemotherapy IV Infusion

Must be knowledgeable and competent in care and access of central lines and in-dwelling catheter

Ability to work independently and as a member of a multidisciplinary team

Well-developed communication and interpersonal skills

OPERATIONAL CONTROL ANALYST (FINANCE)

Minimum 2 years' experience in a similar role

Phenomenal verbal/written communication skills and grammar required

Excellent computer skills (Windows, Excel, Outlook, etc.)

Ability to learn new tasks, procedures and software quickly

Strong analytical abilities and effective follow-through | Exceptional attention to detail

Excellent ability to prioritize and complete a high volume of tasks quickly and professionally with minimal guidance | Ability to meet deadlines, maintaining a sense of urgency

Exceptional organization and multi-tasking skills | Ability to work extended and flexible hours if required High degree of initiative and commitment along with a strong work ethic

ORIENTAL CUISINE COOK

Minimum 5 years' experience

Must have completed a vocational course in Commercial Cooking with speciality on Asian Cooking or completed at least 2 years in a Culinary Arts study program

Must be positively spirited and passionate about food

Professional kitchen apprenticeship or related training course and previous experiences in the Oriental specialty cuisine along with good culinary skills

A proven track of food preparation and preservation knowledge is essential

PADI OPEN WATER SCUBA INSTRUCTOR

Minimum 1 year working experience as a PADI Open Water Scuba Instructor

Must have issued at least 50 certifications & logged at least 1000 dives

Boatmaster 3 License required | Higher Level Boating & TEC Diving

Qualifications is an asset

PASTRY CHEF DE CUISINE

Minimum 4 years' experience at a luxury establishment | Second language would be an asset

Food production qualifications, HACCP and Intermediate Food Safety & Hygiene qualifications

Must have a genuine passion for food and able to work within a busy environment & thrive under pressure

PAYROLL & SALES CLERK

Minimum 5 years' experience in a similar role

Must be computer literate | Proficiency in applications such as QuickBooks or Counterpoint required

PLUMBING INSTRUCTOR

Minimum 3-5 years' experience working in the Plumbing industry

5 CXC Passes (including English & Mathematics) or Tertiary Level Completion

Technical Diploma and/or Certification in Construction trade

PRE-SCHOOL TEACHER

Minimum 2 years' experience | High School Completion | **MUST** be Early Childhood Certified

RESTAURANT MANAGER (BARBUDA)

Minimum 5 years' experience as a Restaurant Manager

High School Diploma | Certificate in Hotel/Restaurant Management

Must have computer knowledge in Word & Excel | Experience using a P.O.S. system

Experience in inventory controls required

RESTAURANT SUPERVISOR

Minimum 5 years' experience | Must be certified in Food & Beverage | Must be able to multi-task

RETENTION MANAGER (MARKETING)

Minimum 7+ years' experience | BA/BS Degree in Marketing require

Must be competent in Microsoft Excel | Strong communication and interpersonal skills

Ability to prioritize projects | Good time-management, multi-tasking & organizational skills

SECURITY OFFICER

Minimum 1-2 years' experience | Must be able to lift at least 60 lbs. | **MUST** be fully vaccinated

SENIOR BROKER (COMMISSION-BASED)

Minimum 5 years' experience in international residential or commercial property sales or management | Excellent oral and verbal communication skills | Must be professional and courteous
Punctuality and exemplary time management | Client care and vendor management

SKILLED CARPENTER

Minimum 10 years' experience as a Carpenter | Secondary/Vocational School Completion

SOCIAL MEDIA ACCOUNT MANAGER (MARKETING)

Minimum 3+ years' experience | Bachelors' Degree in Marketing required
Strong computer skills | Knowledge of social media platforms | Excellent communication skills

SPA THERAPIST

Minimum 3 years proven work experience as a Spa Therapist
Must be certified as a Massage Therapist
Hands on experience in massage techniques, manicures, pedicures, waxing and face/body therapies
Excellent customer service skills | Positive attitude
Computer literate with Microsoft Office experience | Great oral and written communication skills

STAFF ACCOUNTANT/FINANCE ASSISTANT (MARKETING)

Minimum 3 years' experience in Finance | Associates' Degree in Finance required
Strong verbal and written communication skills | Ability to multi-task, prioritize and organize efficiently

UPHOLSTERER/TAILOR

Minimum 3 years' experience | High School Completion | Must be flexible
Must know how to operate an industrial sewing machine
Must be skilled in the handling of various types of fabrics

VIP MARKETING MANAGER

Minimum 3 years' digital marketing experience with a successful track record of implementing and managing Digital Marketing Programs in a multi-channel environment

In-depth knowledge of VIP marketing 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

BA/BS Degree in Marketing required | Experience leading, coaching and mobilizing teams

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

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

Excellent negotiation, influence and relationship building skills

WAREHOUSE MANAGER

A degree in Management, Inventory and/or Supply-chain management or related discipline

3+ years' experience in warehousing/fleet management

Computer literate with computer applications and software, i.e. Microsoft Office/Windows

Knowledgeable of inventory and supply management policies and procedures

Knowledgeable of dynamics inventory system

Good oral and written communication skills | Good organizational skills

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

DEADLINE IS WEDNESDAY 17TH OCTOBER