

## **AVAILABLE VACANCIES at OSEC (effective October 1, 2021)**

### **ASSISTANT COOK (RESTAURANT)**

Minimum 5 years' experience

Must have extensive knowledge of Indian Cuisine to include Marinades, Sauces & Appetizers etc.

Must be a team-player

### **BABYSITTER/NANNY**

Minimum 1 year experience in a similar role

Early Childhood Certification required | Must have experience working with babies

High School Diploma | Must have a valid Driver's license

Must be **FULLY VACCINATED**

### **BARTENDERS**

Minimum 2-5 years' experience in a similar role

On the job training preferred or High School Completion

Hotel Training School Completion preferred

### **BAKER**

Minimum 5 years' experience

Secondary School Completion

### **CAR PARK ATTENDANT**

No experience required

Must have a valid Driver's license

### **CLEANER**

Minimum 3 years' experience

### **CLEANER/HANDYMAN**

Minimum 1-2 years' experience working in a Car Wash and/or Cleaning homes/property

### **COMPOUND SUPERVISOR**

At least 20 years' experience within the Boatyard & Marina Industry

Must be fluent in English, French & Italian

Great Customer Relation skills

Knowledge of Antigua & Barbuda Health, Safety & Trespassing regulations

Must be physically strong; Strong attention to detail is necessary

### **CHEF/COOK**

Minimum 2 years' experience in a similar role  
On the job training preferred or High School Completion  
Hotel Training School Completion preferred

### **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

### **DIGITAL SYSTEMS INTEGRATOR**

Minimum 10-15 years' experience as a Digital Integrator  
Must be the holder of an Electrician certificate with a license from a Government accredited program  
Must have training in SAV courses with vast Lutron control systems experience  
At least five years' experience leading a crew of apprentices for a major contractor  
Ability to work multiple tasks at the same time  
Proven leadership skills with the ability to delegate tasks

### **DIRECTOR OF PRODUCT OPERATIONS**

Minimum 10 years' experience  
Excellent Strategic thinking along with good leadership and analytical skills  
Strong Decision making skills required

### **DISHWASHER**

Minimum 3 years' experience

### **DOMESTIC**

Minimum 2 years' experience as a Domestic

### **DRIVER/OPERATOR**

Minimum 3 years' experience  
High School Completion along with Trade School Diploma  
Must be able to drive and operate Heavy Machinery & Equipment including Grader, U-Box/18 speed transmission equipment  
Must pay attention to detail | Must be punctual, honest, empathetic and trustworthy  
Must possess an F6 Driver's license

Must be flexible to work on weekends and public holidays | Must be an effective team player

### **EXECUTIVE CHEF**

Minimum ten years' culinary experience in an upscale environment with a minimum of five years' experience in a culinary leadership with a luxury/ultra-luxury resort.  
Bachelor's Degree in Culinary Arts, Hotel Management or other relevant fields  
Exceptional internal/external guest relations skills  
Demonstrated project management experience in organizing, planning and executing large-scale projects from conception through implementation  
Demonstrated experience in leading and developing staff  
Strong verbal and written communication skills  
Demonstrated knowledge of hospitality systems/software  
Solid business acumen with Professional presentation  
Must be able to speak, read and write English; Fluency in other languages preferred

### **FARMER**

Minimum 1 year experience as a Farmer | High School Completion

### **FARM ASSISTANT**

Minimum 3 years' experience  
Must be able to tend the plants i.e. weeding, spraying, planting & harvesting etc.  
Good oral & written communication skills  
Must be able to handle small equipment, sharp tools & toxic chemicals safely

### **FARM HAND**

Minimum 3 years' experience in a similar role

### **FINANCE MANAGER**

At least five years of financial, auditing and accounting experience within an international organization or multinational company  
Bachelor's degree in accounting or finance with CPA/ACCA designation  
Strong Knowledge of QuickBooks and SAP  
Highly Proficient in NetSuite  
Advanced PC skills, particularly knowledge of MS Word and MS Excel software  
Strong analytical skills with ability to set priorities, complete work with minimal supervision, and meet deadlines Ability to work in a dynamic organization  
Excellent communication skills | Result oriented with strong organizational skills

### **GARDENER/GROUNDSKEEPER**

Minimum 1 year experience in a similar role  
Must be able to use professional gardening equipment  
Strong manual skills | Strong work ethic and physical fitness  
Must be a team-player | Must be flexible

### **GENERAL MANAGER**

Minimum 5 years' experience in a similar role  
Project Management experience required | Experience working in a 5 Star Hotel  
High level of competency in Food & Beverage Management  
Knowledge of and focus on the digitalization of the Hospitality Industry  
Proven team leadership skills

### **HOSPITALITY CONSULTANT**

Minimum 10 years' experience in a similar role |  
Masters' Degree in Hospitality Administration/Management required  
International experience in operating as a General Manager of Luxury Resorts

### **HOSPITALITY SALES & MARKETING CONSULTANT**

Minimum 10 years' experience in a similar role  
Must be knowledgeable in Yield & Revenue Management  
Bachelors' Degree in Hospitality Management | Must be proficient in Opera PMS,  
LHW & GDS systems

### **INDIAN COOK**

Minimum 10 years' experience

### **KITCHEN ASSISTANT**

No experience required | Secondary School Completion

### **LEAD TOUR SPECIALIST**

Minimum 1 year experience of working in a customer service environment  
Previous sales and supervisory experience is an asset  
Good command of written and spoken English | Minimum of High or Secondary  
School Diploma  
Must be computer literate with knowledge of Microsoft Office Software: Access,  
Excel, Outlook etc.

### **LEGAL CLERK**

Minimum 1-2 years' experience as a Legal Clerk | Must be Computer Literate  
Must be proficient in the use of QuickBooks

### **LEGAL SECRETARY**

Minimum 3-5 years' experience as a Legal Secretary  
Secondary School Completion with CXC passes in English & Maths; Additional Education would be an asset  
Sound Knowledge of Outlook and MS Office | Good oral and written communication skills  
Good customer service and organization skills

### **LIVE-IN MAID/NANNY**

Minimum 4 years' experience in a similar role  
High School Completion | Good communication skills  
Must have a valid Driver's license | Must be able to cook  
Must have knowledge of the basic lifesaving support (CPR-certified) | Must be a good swimmer

**MUST BE FULLY VACCINATED**

### **MESSENGER/CLEANER**

Minimum 1 year experience

### **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

### **PLUMBER**

Previous plumbing experience, ideally gained within a hotel or commercial building environment  
Minimum High School Completion with CXC passes in English and Maths  
Qualification in General Plumbing & Maintenance required; Pumps; Pools; Sewage Plants and related equipment

### **PORTER/STEEL FABRICATOR/RIGGER**

Minimum 8 CXC's including English & Mathematics

Must have a valid Driver's License | Must be customer-service oriented | Strong oral communication skills  
Must be a team-player

### **RESTAURANT HOST/HOSTESS**

Minimum 2 years' experience in a similar role or as a Team Leader  
Minimum 5 CXC's including English & Mathematics | Hospitality Management Diploma or equivalent

### **SECURITY OFFICER**

Minimum 2 years' experience as a Security Officer  
High School Diploma  
Must be able to walk and stand for extended periods | Excellent communication skills

### **SERVER/PIZZA MAKER**

Minimum 3 years' experience  
Must be able to multi-task | Able to work in a fast-pace environment  
Must be punctual, trustworthy and honest

### **SMOOTHIE BAR OPERATOR/MANAGER**

Minimum 6 years in a similar role  
Must be certified & trained in Food & Beverage Management  
Must be able to mix smoothies, make wraps and cook vegan food

### **TALLY CLERK (SALES REPRESENTATIVE)**

Minimum 1 year experience

### **TRAINEE WELDER/FABRICATOR**

No experience required  
Minimum High School Completion | Training will be required

### **VIP HOST (CUSTOMER SERVICE AGENT)**

Minimum 1-2 years' experience | High School & College Completion necessary  
Excellent communication skills (verbal & written)  
Ability to work well under pressure; Ability to work effectively as part of a team or alone  
Must be self-motivated; A quick learner and a creative/critical thinker

**WAITER/WAITRESS (CATERING SERVICE)**

Minimum 2 years' experience in a similar role  
On the job training preferred or High School Completion  
Hotel Training School Completion preferred

**WAITER/WAITRESS (RESTAURANT)**

Minimum 5 years' experience

**WAREHOUSE/SALES CLERK**

Minimum 2 years' experience in a similar role | Secondary School Completion

**WELDER/FABRICATOR**

Minimum 10 years' working experience as a Welder  
Basic Welding & Fabrication skills with knowledge of welding processes  
Ability to measure in Imperial & Metric, and understand Basic Drawings

**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**