

## **AVAILABLE VACANCIES AT OSEC (effective December 20, 2022)**

### **APPLIANCE TECHNICIAN**

Minimum 5+ years' experience in a similar role | Must be a Certified Appliance Technician  
Must have a valid Drivers' License | Computerized diagnostic skills and, demonstrate dexterity, stamina, attention details and teamwork

### **APPLIANCE MAINTENANCE TECHNICIAN**

Minimum 10 years' experience | Vocational education required  
Must be well trained in appliance maintenance  
Must be computer literate with good communication skills

### **AUTOMOTIVE MECHANIC**

Minimum 5+ years' experience in a similar role | Must be a Certified Automotive Mechanic  
Must have a valid Drivers' License | Computerized diagnostic skills and, demonstrate dexterity, stamina, attention details and teamwork

### **BARTENDER**

Minimum 2 years' experience in a similar role | Must be able to lift at least 40 lbs.  
Understanding of unique and complementary flavour pairings  
Knowledge of mixology for traditional and creative cocktails  
Must be physically able to stand & walk for extended periods

### **CAR WASH ATTENDANT**

Minimum 1-2 years' experience | Secondary School Completion  
MUST have a valid Driver's license | Must have a clean Police record  
Must be flexible | MUST be FULLY vaccinated

### **CARPENTER**

Minimum 5 years' experience in a similar role | Secondary School diploma  
Proven experience as a carpenter with carving experience, hands on experience in working with carpentry materials | Excellent understanding of carpentry techniques and methods of installation and construction  
Proficient in using electrical and manual equipment and measurement tools  
Ability to read, interpret and work from technical documents and drawings

### **CHIEF FINANCIAL OFFICER**

Minimum 3-5 years' experience in a similar role  
Bachelor's Degree in Business Administration or similar  
Good Leadership skills | Good Oral & Written Communication skills  
Great Time-Management & Decision-Making skills

### **CONSTRUCTION PROJECT MANAGER**

Bachelor's degree in Architecture, Engineering, Construction Engineering or related field preferred  
Minimum 5+ years' experience utilizing Procore construction Management Software; 5+year construction experience, including 2+ years as a project manager or equivalent experience  
Experience in high-end home construction is a must | 5+ years' experience working directly as the owner's liaison for construction | Excellent planning, organizational and time-management ability  
Strong written and oral communication skills | Strong analytical and problem-solving ability  
Knowledge of construction principles, techniques and procedures including project estimating and scheduling |  
Ability to read architectural and engineering plans and specifications

### **DIRECTOR OF FINANCE**

Minimum 15 years' experience in a similar role within the hospitality industry  
Degree in Finance or Accounting required | Must be a team-player  
Strong leadership & people management skills | Great verbal & written communication skills

### **DIRECTOR OF OPERATIONS (FOOD & BEVERAGE)**

Minimum 5-7 years' experience in a similar role within the hospitality industry  
Bachelors' Degree in Hospitality Management/ F&B Management required | Must be a team-player  
Strong leadership, accuracy & people management skills | Great verbal & written communication skills

### **ENTERTAINMENT SUPERVISOR**

Minimum 3 years' Supervisory experience | Certificate in Event Management & Planning  
High School Diploma | Great Leadership & Public Speaking skills

### **FISH VENDOR**

No experience required | Must be able to clean & sell fish

### **FOOD & BEVERAGE SERVER**

Minimum 2 years' experience in a similar role | Must be able to lift at least 30 lbs  
Must be physically able to stand & walk for extended periods | Must be a team-player  
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; pro-active and punctual

### **GENERAL MAINTENANCE SPECIALIST**

Minimum 15-20 years' experience in a Maintenance role | Tertiary School Completion  
Must be specialized in all Maintenance areas (i.e. Refrigeration, Electrical & Plumbing, Carpentry & Pool Maintenance | Must be experienced in Maintenance & repairs of industrial hotel equipment

### **GOLF SUPERINTENDENT**

Minimum 5 years' experience in a similar role | Must be computer literate  
Post-secondary education in golf course or turf management  
GCSSA certification is desirable, particularly CGCS designation  
Professional training & certification in fertilizer & pesticide application & vector control

### **HOTEL HOUSEKEEPER**

Minimum 2 years' experience in a similar role | High School Diploma  
Excellent working knowledge of cleaning appliances and their operations and proper use of the cleaning agents |  
Ability to work independently and remain motivated  
Prioritization and time management skills | Strong attention to detail required

### **HOUSEMAN (HOTEL)**

Minimum 1 year experience in a similar role | Must be customer service-oriented

### **LABOURER (CONSTRUCTION)**

Minimum 1 year experience | Secondary School Completion  
Must have a good level of physical fitness

### **MAINTENANCE SUPERVISOR**

Minimum 2 years' experience as a Maintenance Supervisor | Vocational education required  
Must be well trained in appliance maintenance  
Must be computer literate with good communication skills

### **MASON**

Minimum 5 years' experience in a similar role | Secondary School Diploma  
Excellent understanding of Masonry techniques and methods of installation and construction  
Proficient in using electrical and manual equipment and measurement tools  
Ability to read, interpret and work from technical documents and drawings  
Good Coordination & Time Management skills

### **OFFICE ASSISTANT**

Minimum 2-3 years' experience in a similar role | Experience in Insurance is an asset  
Proficiency in Microsoft Office (especially Excel) | Good Oral & Written Communications skills

### **PROGRAM SUPPORT LEAD**

Minimum 10+ years' experience in a senior management role  
Demonstrated experience developing async operating systems  
Experience creating and working in an agile framework  
Demonstrated experience developing and coaching others in the development of OKRs and Strategic Initiatives  
| Proven experience organizing and directing multiple teams and departments  
Strong time-management skills and the ability to organize and coordinate multiple projects at once  
Extremely versatile, dedicated to efficient productivity  
Nimble business mind with a focus on developing creative solutions  
Experience in working in a highly matrixed organization  
Excellent communication and presentation skills are a must  
Experience developing internal processes and filing systems  
Experience with budget and expense management | Great Leadership skills | Strong interpersonal skills

### **RESIDENTIAL SERVICES MANAGER (BARBUDA)**

Minimum 5 years' proven experience in a leadership role in the hospitality sector  
Degree in Hospitality Management or related | Must be a team-player  
Prior experience in various accounting functions, such as Accounts Receivables and Payables  
Comprehensive & proficient Computer literacy | Must have a valid Driver's license  
Proficiency in computer and communication platforms such as ClubEssential, TEI & Happy Inspector desirable  
| Must be able to work a flexible schedule (evenings, weekends & holidays)

### **SENIOR LABOUR RELATIONS OFFICER**

Minimum 5 years' experience | Strong computer skills (Microsoft Office and QuickBooks)  
First Degree in Labour Relations, Human Resources Management, or Candidates with certification in Business Administration, with experience in Legal, Labour Relations or Human Resources  
Excellent verbal, written and communication skills | Excellent interpersonal and negotiation skills Thorough knowledge of the Antigua and Barbuda Labour Code  
Above average organization and people management skills  
Ability to work under pressure and effectively manage emotional and confrontational situations, while exercising independent judgment and initiative  
Diligence and capability to work independently as well as part of a team

### **STEEL FIXERS (CONSTRUCTION)**

Minimum 5 years' experience in a similar role | Secondary School diploma  
Excellent understanding of Steel Fixing techniques and methods of installation and construction  
Proficient in using electrical and manual equipment and measurement tools  
Ability to read, interpret and work from technical documents and drawings  
Good level of physical fitness | Must be able to work outdoors in all weathers and in cramped conditions

### **SUPERVISOR STEEL FIXERS (CONSTRUCTION)**

Minimum 8+ years' experience in a similar role | Secondary School diploma  
Excellent understanding of Steel Fixing techniques and methods of installation and construction  
Proficient in using electrical and manual equipment and measurement tools  
Ability to read, interpret and work from technical documents and drawings  
Good level of physical fitness | Must be able to work outdoors in all weathers and in cramped conditions

### **SYSTEMS ADMINISTRATOR**

Minimum 5 years' working experience in a similar role within the financial/corporate services industry  
Bachelor's Degree in Information Technology, Computer Science or related field  
Sound working knowledge of network infrastructure, that is, the physical makeup and topology of managed LAN and WAN | Excellent working knowledge of hardware systems and network services  
Working knowledge of client and server based operating systems including but not limited to Microsoft Windows, UNIX, Linux, OSX+, IOS, Android  
Good working knowledge of financial and payment application considered a plus  
Team player and collaborator with a demonstrated willingness to work effectively and be part of a team  
Excellent communication skills, both verbal and written and able to communicate extensively through a variety of channels | Strong time management skills required

### **TYRE TECHNICIAN**

Minimum 1 year experience | High School Diploma  
Automotive or Mechanical background is an asset | Knowledge of Tyres & Vehicles is an asset

**DEADLINE FOR ALL APPLICATIONS is Wednesday 28<sup>th</sup> December, 2022**

**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**