

## **AVAILABLE VACANCIES AT OSEC (effective July 7, 2022)**

### **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

Restaurant/Beverage management experience

College or University Degree in Hospitality Management and or equivalent experience/education

Degree in Tourism Business Administration or related areas

Strong organizational and leadership skills required to guide the department to excellence

Strong understanding of business management and accounting principles.

Fluent in the English language; second language would be an asset

Excellent computer, problem-solving, and customer service skills

Must be flexible | Must have Food Handler's Permit

Must be up to date with food and beverages trends and best practices

Must have experience working with SAP

### **ASSISTANT MANAGER – MARKETING**

Minimum 5 years' experience in Sales & Marketing within the Hotel Industry

Bachelors' Degree in Sales & Marketing/Management required

Strong communication & interpersonal skills | Strong organizational skills

MUST speak and write Italian fluently

### **AUTOMOTIVE ELECTRONICS ASSISTANT**

Minimum 2 years' experience in Electronics & Auto Repairs

### **BOAT-YARD CLEANING SPECIALIST**

Minimum 5 years' experience | High School Diploma

Must be able to speak English, Spanish, Italian & French

Knowledge of boatyard cleaning products | Must be able to swim

Must be certified in the handling of hazardous chemicals

### **CARPENTER**

Minimum 4 years' experience as a Carpenter

### **CASHIER/OFFICE ASSISTANT**

Minimum 2-4 years' experience | Minimum 3-5 CXC subjects (including Maths & English)

Experience with bank deposits and creating monthly sales reports

Proficiency in Microsoft Office (Word & Excel required) | Accounting experience is a plus

Retail experience working in the Marine/Automotive industry preferred

### **CHEF DE PARTIE**

Minimum 5 years' experience in Culinary in all-inclusive resort | Culinary Arts Certification

Proven experience in a Chef de Partie role | Food Handler's Certification required

Ability to manage Commis Chefs | Must be guest-oriented and service-minded

Team Management skills | High level of attention to detail

Good level of numeracy | Team-player qualities

### **CONSULTANT (CONSTRUCTION)**

Minimum 10+ years' experience | Must be multilingual, with fluency in written & oral Thai  
Must be able to read furniture codes & identify room charts, furniture layouts and furniture numbering & identification | Strong communication skills | Problem solving skills  
Organization and time management skills | Must be physically fit | MUST be FULLY vaccinated

### **CONVERSATIONAL SPANISH TEACHERS**

Minimum 1 year experience as a Spanish Teacher | Bachelors' Degree or Higher in Spanish or equivalent

### **DIRECTOR OF CUSTOMER SUPPORT INNOVATION**

Minimum 5+ years' experience in International contact center multisite operations management  
Bachelor's Degree or Higher | Experience with analytics tools  
Global leadership experience managing a team of 6+ direct reports  
Experience defining & leading customer experience programs  
Experience with customer facing tools & technology development  
Experience managing technology vendors | Experience in Project Management  
Good Customer Service skills | Good listening skills | Strong verbal and written communication skills  
Strong typing skills | Basic troubleshooting skills | Must be proficient in Microsoft Office

### **DIRECTOR OF MEMBER SERVICES**

Minimum 5 years' experience in a similar role is highly desired  
Minimum 8 years' experience in luxury residential private club management role required  
Associate Degree in Business Administration, Hospitality Management, Sales or related field  
Strong analytical, problem-solving & time-management skills  
Excellent management, training, coaching and motivation skills  
Excellent written and verbal communication skills  
Ability to read, write and understand French, Spanish, Italian or other major language would be an asset

### **EXECUTIVE SOUS CHEF**

Minimum 3 years' experience in a similar role | Bachelors' Degree in Culinary Arts required

### **FINISHES PROJECT MANAGER**

Minimum 3-4 years' experience in a Construction Management role  
University degree in Architecture or any related field | Ability to lead and motivate team members  
Excellent command of AutoCAD & Microsoft Office

### **GARDENER**

Minimum 5 years' experience in a similar role | High School Diploma  
Knowledge of Gardening equipment, pesticides and pool maintenance required

### **GENERAL CONSTRUCTION SKILLED LABORER (BARBUDA)**

Must have a minimum of 5 years previous experience as Construction Skilled Laborer  
Must have previous experience working in remote island locations on high quality residential and resort projects  
| Extensive experience/knowledge of construction techniques  
Previous multi-faceted construction and development experience preferred

### **HAIRDRESSER**

Minimum 2 years' experience as a Hairdresser  
Must be knowledgeable in Braiding, Hair Culling, Relaxing etc.

### **HANDYMAN (CONSTRUCTION)**

Minimum 5 years' experience in a similar role | Able to work independently  
Experience in maintenance service & auto body repair | Experience in Furniture & Kitchen Refinishing

### **HEAD CHEF**

Minimum 3 years' experience as a Head Chef | Tertiary Level Completion  
Excellent customer interaction skills | Excellent leadership and problem solving skills  
Ability to deliver to excellent standards in a fast-paced, pressurized environment  
Experience in menu development and menu costing | Excellent management and communication skills  
Must be outgoing with an enthusiastic mindset | International experience preferred

### **HELP DESK ADMINISTRATOR (IT)**

Minimum 5 years' experience in a similar role  
Bachelor of Science Degree in Computer Science, Management/Business Information Systems or equivalent |  
Technical certification including CCNA, A+ or professional equivalent  
Knowledge of machine learning, robotics or artificial intelligence is required for process flow automation and  
business re-engineering projects  
Three (3) years training or related experience in HelpDesk systems; or equivalent combination of education and  
experience | Experience with Microsoft Active Directory and Office Suite is a requirement  
Strong written and verbal communication skills, interpersonal and analytical skills  
General understanding of IT and Banking software systems

### **LABOURER**

Minimum 10 years' experience in Auto Bodyworks

### **MEDICAL TECHNOLOGIST/TECHNICIAN**

Minimum 4 years' experience as a Laboratory Assistant  
Degree or Certificate in Medical Technology or Laboratory Science required  
Knowledgeable & skilled in Phlebotomy practice and procedures  
Knowledgeable & skilled in routine and qualitative test methodologies  
Must be able to work both independently and as a team-player  
Excellent organizational and time-management skills

### **ON-CALL BABYSITTER**

Minimum 2 years' experience dealing with infants | High School Diploma or GED  
Training in childcare and development such as a formal nanny training program, early childhood classes and/or  
in-service training | Proven childcare experience with references  
Valid First Aid and CPR certification | Proficient knowledge of meal preparation  
Must have a clean police record

### **PROPERTY MAINTENANCE WORKER**

Minimum 4-5 years' experience in Property Maintenance Work (Painting, Gardening, Plumbing and other  
general repairs)

### **RESTAURANT MANAGER**

Minimum 3 years' experience as a Restaurant Manager | Tertiary Level Completion  
Excellent customer interaction skills | Excellent leadership and problem solving skills  
Ability to deliver to excellent standards in a fast-paced, pressurized environment  
Experience in menu development and menu costing | Excellent management and communication skills  
Must be outgoing with an enthusiastic mindset | International experience preferred

### **REVENUE MANAGER**

Minimum of five (5) years' experience as either a Revenue Manager, Reservations Manager or similar in a luxury resort environment | Detailed knowledge of Opera and other systems required  
Must be skilled at forecasting techniques and proficient in Microsoft Office Suite, with emphasis on Word and Excel  
Ability to communicate at all levels – excellent listening, verbal & written communication skills  
Full Fluency of the English language, both written and spoken. Fluency in a second language an asset  
Must be able to work flexible hours | Valid Antigua and Barbuda Driver's License

### **SITE SUPERVISOR (BARBUDA)**

Minimum 3-4 years' experience as a Construction Site Supervisor  
Good communication skills | Diplomacy skills are a must | Must be friendly, approachable and fair  
Great Leadership and planning skills | Computing and literacy skills

### **SKILLED LABORER (CONSTRUCTION)**

Minimum 2-5 years' experience as a Laborer

### **SURVEILLANCE MONITOR**

Minimum 4 years' experience in Surveillance operation & monitoring  
Must be certified in Surveillance operation and equipment

### **TYRE TECHNICIAN**

Minimum 1 year experience in a similar role | Automotive or Mechanical background is an asset  
Must be able to work in a fast-paced environment | Must be customer service-oriented

### **WELDER**

Minimum 4 years' proven experience as a Welder  
Must be knowledgeable in Arc Welding, Oxy-acetylene Welding & Fabrication



**DEADLINE FOR ALL APPLICATIONS is *Thursday 14<sup>th</sup> July, 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**