

AVAILABLE VACANCIES AT OSEC (effective June 24, 2022)

ADMINISTRATIVE ASSISTANT

Associate Degree in Business Administration or related field, plus 1 year experience assisting in an administrative or secretarial support capacity from an academic institution of higher learning
Proficient computer skills and in-depth knowledge of MS Office (particularly MS Word and Excel) is a must | Customer Service / Hospitality Service experience would be an asset.
Knowledge of Document Control Procedures, Blackboard Software and Data Base Management will be an asset |
Knowledge of operation of standard office equipment

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

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

CIVIL/STRUCTURAL/SETTING OUT ENGINEER

Minimum 5 years' experience in a similar role | Project management and supervision skills
Degree qualified with proven working experience | Effective leadership skills
Ability to problem-solve | Technical competence, creativity and communication

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 FINANCE, DEVELOPMENT

Minimum 5 years' experience in a similar role

Minimum 8 years' experience in luxury private club finance management

Minimum 3 years' experience in golf course development finance management

Pre-opening experience in a luxury private club or five-star resort

Exceptional attention to detail and accuracy | Excellent written and verbal communication skills

Strong analytical, problem-solving & time-management skills

Comprehensive and proficient computer literacy | Prior working knowledge of Sage highly desirable

Must demonstrate familiarity with Construction WIP schedules and Construction accounting systems and processes

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

DISHWASHER

Minimum 1 year experience in a similar role

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

FOOD & CUSTOMER SERVICE TEAM MEMBER

No experience required | Secondary/Tertiary Level Completion

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.

KITCHEN ASSISTANT

Minimum 1 year experience as a Kitchen Assistant | Must be able to multitask

Must be customer-service oriented

LABOURER

Minimum 10 years' experience in Auto Bodyworks

MARKETING COORDINATOR TEAM LEAD

Minimum 2 years' experience in a similar role | Must have experience managing a team

University/College diploma/ degree in Marketing or related field

Experience working in an agency or similar role/environment

Must be an excellent communicator with a proven track record of developing talent

Positive personality and strong English language communication skills (written and verbal)

Ability to excel in an ever changing and fast-paced team environment

A passion for communications, advertising and media and a strong desire to learn

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

NANNY/HOUSEKEEPER

Minimum 5 years' experience in a similar role | Must be great with children
Must have a valid Driver's license | Great communication skills

PROPERTY MAINTENANCE WORKER

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

RESIDENT MANAGER

Minimum 5 years' experience in a senior management position with extensive industry experience in an all-inclusive resort | Minimum Bachelor's Degree in Hotel or Hospitality Management
Proficiency in Travel, Tourism and Leisure | Ability to work well under pressure
Proficiency in MS Office (Advanced in Excel)
Must be able to manage payroll processing | Must be flexible

RESTAURANT MANAGER (FOOD & BEVERAGE)

Minimum 3 years' progressive experience in a hotel or related field
Must have knowledge of F&B preparation techniques, health department rules and regulations, liquor laws and regulations | High School Diploma or equivalent
Must be able to stand for an extended period of time | Must be able to lift 50 pounds

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

SECURITY OFFICER

Minimum 2 years' experience | High School Completion
Good Interpersonal Skills | Must be customer service-oriented

SITE SUPERVISOR

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 years' experience as a Laborer

STEEL BENDER

Minimum 10 years' experience | Secondary/Vocational School Completion
Must be able to read plans | Physical Strength & Stamina necessary

SURVEILLANCE MONITOR

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

TIRE 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 30th June, 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