

VACANCIES REGISTERED AT OSEC (effective May 12, 2022)

ANTIGUA & BARBUDA PROGRAMME MANAGER

Minimum 5 years' experience | Excellent project management skills
Good technical background and understanding of a range of biodiversity conservation issues and/or strategic/resource use processes | Proven proposal development and report writing skills
Good track record in collaborating effectively with partner organizations, including governments, national & local NGOs, community groups and businesses

ANTIGUA MARINE CONSERVATION PROGRAMME COORDINATOR

University degree or equivalent experience in marine ecology or related field;
Must be familiar with Flora and Fauna in the Eastern Caribbean; Writing and oratory skills required
Proficiency in MS Office Suite including Excel | Must be a comfortable swimmer
Comfortable working in extreme tropical conditions for long periods
Ability and experience working with a range of stakeholders | Must hold a valid driver's licence
Must have a good grasp of the English Language
Open Water dive certified | Must possess excellent communication skills, both written and verbal

BABYSITTER

Minimum 1-2 years' experience as a Babysitter
Must be honest and reliable | Must be flexible

BARTENDER

Minimum 2 years' experience | Must be knowledgeable in mixing drinks

CARPENTER

Minimum 3-4 years' experience as a Carpenter | Joinery or cabinet-making skills required
Experience using hand and power tools required | Knowledge of building regulations & codes is a MUST

CLEANER

Minimum 2-5 years' experience in a similar role | Must be able to communicate well

CONVERSATIONAL SPANISH TEACHERS

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

DIRECTOR OF AGRONOMY (BARBUDA)

Minimum 10 years' experience in agronomy management
Tertiary education in turf management or related | Professional designation in turf management
Experience in development of Fazio courses is highly desirable
Comprehensive and proficient computer literacy required
Professional training and certification in fertilizer and pesticide application and vector control
Must have a valid Antigua & Barbuda driver's license

DOMESTIC WORKER

Minimum 2 years' experience working as a Domestic | Must be honest & trustworthy

EXECUTIVE CHEF

Minimum 5 years' experience in a similar position at a property of 200+ rooms
Degree in Culinary Arts or equivalent | Global Culinary exposure
Must be flexible and able to work according to the needs of the operation
Proven track record of managing a team of 50-100 employees
Knowledge of all HACCP Standards and the ability to create the necessary changes to maintain full compliance at all times | Strong communication skills both written and oral
MUST have a valid driver's license | Must be able to lift 50lbs or more

EXECUTIVE SOUS CHEF

Minimum 5 years' experience in a similar position at a property of 200+ rooms
Degree in Culinary Arts or equivalent | Global Culinary exposure
Must be flexible and able to work according to the needs of the operation
Proven track record of managing a team of 50-100 employees
Knowledge of all HACCP Standards and the ability to create the necessary changes to maintain full compliance at all times | Strong communication skills both written and oral
MUST have a valid driver's license | Must be able to lift 50lbs or more

FARM ATTENDANT

Minimum 5 years' experience working in the Farming industry

FINANCE & ADMINISTRATION OFFICER

Minimum 3 years' experience | Solid budgeting & financial analysis skills
Competency in Microsoft Office programs, with advanced/intermediary experience in Microsoft Excel
Proven experience using accounting and financial requesting software
Understanding of grant management requirements of statutory donors (e.g. USAID)
Comfortable managing multiple tasks with autonomy

FINANCIAL CONTROLLER

Minimum 5 years' experience in a similar role | University Degree in Finance or Accounting required
Must be knowledgeable in QuickBooks, Payroll & Banking (EFTs, Wire Transfers etc.)
Excellent verbal & written communication skills

FITTING MACHINIST

Minimum 6 years' experience as a Machinist with hands-on experience
Must be a Certified Fitter Machinist

GENERAL CONSTRUCTION SKILLED LABOURER (BARBUDA)

Must have a minimum of 5 years previous experience as General Construction Skilled Labourer
Previous experience working in remote island locations on high quality residential and resort projects required | Extensive experience/knowledge of construction techniques
Previous multi-faceted construction and development experience preferred
Must be the Holder of a Level One Skills Certificate essential from a recognized Trade School
Strong communications skills required | Knowledge of OSHA required

GRADE THREE TEACHER

Minimum 5 years' experience as a Primary School Teacher |
Bachelors' Degree in Education will be an asset

Trained Teacher's Certificate and /or Diploma in Education from a recognized educational Institution
Strong analytical and problem-solving capacity | Excellent oral and written communication skills
Open minded with a team-oriented spirit | Must be highly conversant in Computer Technology

IT SERVICE TECHNICIAN

Minimum 1-2 years' experience

Associates/Bachelors' Degree or the equivalent demonstrated work experience by Industry certifications | Microsoft 365, Active Directory and Cisco Certification would be an asset

JUNIOR PRISON OFFICER

Minimum 5 CXC's including English & Mathematics (**at Grades 1-3**)

Any experience working within a prison facility and/or law enforcement agency would be an asset

Proficiency in Microsoft Office required

LIVE-IN DOMESTIC WORKER

Minimum 4 years' experience in a similar role | Must love animals

Must have a good command of the English Language | Must have training in special dietary preparations

MULTILINGUAL PROJECT COORDINATOR

Minimum 1-2 years' experience in a similar role | Bachelor's degree in any discipline

Ability to speak Spanish, Russian and French is a major asset

Must be proficient in Microsoft Excel, Word and Power Point

Attention to detail and superior organization skills is a **MUST**

Must be proactive and able to work independently | Excellent verbal and written communications skills

Ability to meet project deadlines and exceed key performance indicators

Flexible attitude, ability to perform under pressure

Excellent time management skills | Ability to work well within a team environment

Ability to work any day and shift including weekends, public holidays etc.

NAIL TECHNICIAN

Minimum 2 years' experience as a Nail Technician

PAYROLL COORDINATOR

Minimum 3 years' experience in a similar role | Degree in Accounting, Finance or relevant field preferred

Associates Degree in Accounting, CAT designation or similar accounting accreditation

Excellent knowledge of Microsoft Applications i.e. Excel, Word & PowerPoint

Excellent communication & organizational skills

Ability to work independently and in a team environment

High degree of accuracy with a Strong attention to detail required

PAYROLL PROCESS MANAGER

Minimum 4-5 years' experience as a Payroll Accountant or in a similar role

Degree in Accounting, Finance or relevant field | Excellent knowledge of MS Office, especially Excel

Great computational ability | Strong attention to detail | Precious experience with payroll software

Exceptional verbal and written communication skills | Time Management and task prioritization skills

PRIMARY SCHOOL TEACHER

Minimum 2 years' experience | Degree in Education required

Must be computer literate | Must be a team-player | Knowledgeable in using Google Classrooms

PRODUCTION OPERATOR (MANUFACTURING PLANT)

Minimum 5 years' experience in a similar role

Vocational & Technical Certificate in the area of Machine Operations and Production

PROJECT MANAGER (CONSTRUCTION)

Minimum 7 + years senior manager experience within the construction sector

Ability to read, interpret and work from technical drawings

Must be able to lead and direct on-site operations on methods of installation and construction

RE-ENGAGEMENT RISK MANAGER

4+ years' experience in relevant management/supervisory role | Customer retention experience is a plus

Excellent understanding of clients' products and debtor psychology

Excellent verbal and written communication skills

Excellent attention to detail | Excellent listening and comprehension skills

Excellent organization and multi-tasking skills combined with an exceptional work ethic

Ability to demonstrate initiative in problem-solving | Knowledge of payment and financial risk processes

Capable of working independently and as part of a team | Must have a flexible schedule

Proficiency in Microsoft Office Suite with a basic understanding of the internet

RESTAURANT MANAGER

Minimum 3-5 years' experience in a similar role in a luxury environment

Minimum Associates Degree in related field or applicable years of experience

Applicable and thorough knowledge of spa and beauty treatments, yoga, pilates and other physical spa activities required

Ability to communicate at all levels – excellent listening, verbal & written communication skills

Strong fluency in 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 required

SALES CLERK

Minimum 3 years' experience in a similar role

SALES MANAGER

Minimum 3-5 years' experience in a Sales Management role | Tertiary School Completion

Excellent written and oral communication skills | Must be a strong typist

Must be detail-oriented, very well organized and excels at multi-tasking

Computer proficiency including Microsoft Office and easily adaptable to new programs

Highly motivated, ambitious, self-starter with a gregarious, outgoing personality

SALES REPRESENTATIVE

Minimum 3 years' experience as a Sales Representative

Minimum 5 CXC subjects to include English, Mathematics & Spanish

MUST be able to speak English & Spanish | Good Organizational & Communicating skills

SENIOR ACCOUNTANT

Minimum 5 years' experience | Must be a team-player | Must be able to work in a fast-paced environment

Bachelors' Degree in Accounting with Knowledge of Excel & QuickBooks

SOMMELIER (HOSPITALITY)

Minimum 3 years' experience as a Sommelier in a 5 Star Hotel | Ability to lift to 50 pounds

High School Diploma or equivalent | Excellent communication and problem-solving skills

Extensive knowledge of wines required | Knowledge of international cuisine required

Must be able to work a flexible schedule (may include evenings, weekends and holidays)

SPA MANAGER

Minimum 3-5 years' experience in a similar role in a luxury environment

Minimum Associates Degree in related field or applicable years of experience

Applicable and thorough knowledge of spa and beauty treatments, yoga, pilates and other physical spa activities required

Ability to communicate at all levels – excellent listening, verbal & written communication skills

Strong fluency in 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 required

SUSHI CHEF

Minimum 3-6 years' experience as a Sushi Chef | Must be highly skilled in Sushi Making

Must be an expert in cutting, slicing, and filleting different types of fish

Preparing various types of sushi dishes according to established guidelines on quality, portion size, presentation, and food safety

WELDER

Minimum 4 years' proven experience as a Welder

Must be knowledgeable in Arc Welding, Oxy-acetylene Welding & Fabrication

WAREHOUSE ASSISTANT

Minimum 2 years' experience in a similar role

High School Diploma | Must be bilingual (speak Spanish & English)

Must have a valid D3 Drivers' License | Must be able to lift at least 50 lbs.

Must be able to work under pressure and to manage conflict | Must be customer service-oriented



DEADLINE FOR ALL APPLICATIONS is Thursday 19th May, 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