

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

### **ACCOUNT COORDINATOR (MARKETING)**

Minimum 2 years' experience in events, marketing or business administration  
Strong organizational and multitasking skills to provide effective support to a large number of vendors and clients | Must be a team-player and problem solver  
Proven ability to manage multiple projects at a time | Strict attention to detail  
Effective communicator - both written and verbal  
Self-motivated and able to thrive in a results-driven environment  
Natural relationship builder with integrity, reliability and professionalism  
Ability to prioritize among competing tasks | Excellent time and project management skills

### **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 license  
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

### **BAKER'S ASSISTANT**

Minimum 2 years' experience | CXC Passes in Food & Nutrition or Home Economics required  
Good customer-service skills | Must be able to multitask

### **CARPENTER**

Minimum 8 years' experience as a Carpenter

### **CONVERSATIONAL SPANISH TEACHERS**

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

### **COST CONTROLLER**

Minimum 3 years' experience in a similar position  
A minimum of a first degree in Accounting, Finance or business-related discipline or ACCA Level II  
Experience in the Food & Beverage or Hospitality industry is preferred  
Must be able to work long hours | Excellent oral and written communications skills  
Knowledge of finance, budgeting, and cost control principles

### **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

### **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

### **HAIRDRESSER**

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

## **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 HOUSEKEEPER**

Minimum 1 year experience in Housekeeping and Laundry

Luxury or boutique resort/hotel or independent restaurant experience ideal

Graduate of Hotel Training School with academic or professional qualifications in Housekeeping ideal

Train the Trainer qualifications ideal | Must be multilingual (English & Spanish)

Detailed knowledge and application of chemicals and cleaning agents – esp. eco-friendly

Detailed knowledge of laundry equipment | Competent in the use of computer systems and equipment

Good organisation and execution skills | High customer experience orientation

Adaptable with strong analytical and solutions creation skills

Supervisory & Collaboration skills | Good Training and Coaching skills

## **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

## **MANAGER (FINANCE)**

Minimum five 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

Knowledge of computer and computer-based hardware systems including its components and power conditioning equipment

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

## **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

## **MASON**

Minimum 8 years' experience as a Mason | Must have own tools

## **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

## **PLUMBER**

Minimum 2 years' experience as a Plumber

## **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

## **RADIATION THERAPIST**

Bachelor's Degree in Radiation Therapy required

Valid General Registration with your home country's professional board

Must have experience with the following: Radiation treatment delivery using Elekta Synergy Linear Accelerator, CT simulation using GE CT Scanner, Clinical mark up, Fabrication of immobilization devices, Patient QA checks, Daily machine QA and warm up, Use of QA3 device, Developing protocols and educational materials and Patient Education

## **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 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

## **SECURITY OFFICER**

Minimum 3 years' experience | Secondary School Completion

Excellent oral and written communications skills | Must be able to work all shifts

## **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 | Knowledge of international cuisine

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

## **STEEL WORKER**

Minimum 8 years' experience as a Steel Worker

## **SURVEILLANCE MONITOR**

Minimum 4 years' experience in Surveillance operation & monitoring

Must be certified in Surveillance operation and equipment

## **TRAFFIC COORDINATOR (MARKETING)**

Minimum 2 years' experience working in an agency, in-house studio or similar role / environment

University/College diploma/ degree in Marketing, Design, Project management or an applicable field

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

Excellent English communication skills with the ability to clearly communicate ideas, opportunities and challenges | Must be positive individual with high energy and motivated to learn

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

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

## **TRAFFIC MANAGER (MARKETING)**

Minimum 5 years' experience in a similar role

University/College diploma/ degree in Marketing, Design, Project management or applicable field

5+ years working in an agency, in-house studio or similar role / environment

An excellent communicator with a proven track record of developing talent

University/College diploma/ degree in Marketing, Design, Project management or applicable field

Excellent English communication skills with the ability to clearly communicate ideas, opportunities and challenges | Positive, high energy, and motivated to learn

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

## **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 26<sup>th</sup> 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**