

AVAILABLE VACANCIES AT OSEC (effective May 27, 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

ASSISANT F&B 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 have experience working with SAP
Must be up to date with food and beverages trends and best practices

ASSOCIATE DIRECTOR OF CUSTOMER SERVICE

Minimum 10 years' experience in a Senior Management level | Fluency in a second language is preferred
Extensive experience of managing operational customer service teams
Strong strategic and customer focus with a clear understanding of the wider issues impacting the relevant markets | Excellent communication and negotiation skills
Proven Management and/or relationship management experience at a senior, strategic level role.
Established track record of exceeding targets, KPI's SLA's, in a quality led, legislative compliant environment | Able to interpret MI/BI and develop strategy and make recommendations
Demonstrate ability to motivate and communicate with others at all levels
Influential relationships skills at all. Able to use these relationships to deliver service improvements
Evidence of well-developed leadership skills | Multi-site and remote management experience

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

CASHIER

Minimum 1-2 years' experience as a Cashier

CONVERSATIONAL SPANISH TEACHERS

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

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

CUSTOMER SUPPORT AGENTS

Minimum 1-2 years' experience working in Customer Service within the Hospitality or Aviation industry

Tertiary Level Completion | Must be proficient in Microsoft Office (especially Word)

Exceptional Customer service skills | Good Listening Skills | Basic troubleshooting skills required

Strong verbal and written communication skills | Strong typing skills

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

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

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

PROJECT SUPPORT PERSONNEL (FOOD & NUTRITION SECURITY)

Minimum 2 years' experience | Bachelor's Degree in Business

Proficiency in Microsoft Office (Word, Excel, PowerPoint)

Must be fluent in speaking English, French & German

Ability to deal with various aspects of the Agriculture industry

HAIRDRESSER

Minimum 2 years' experience as a Hairdresser

Must be knowledgeable in Braiding, Hair Culling, 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

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

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

OPHTHALMOLOGIST/CONTRACT SURGEON

Minimum 3 years' experience as an Ophthalmologist | Medical Degree required
Post Graduate Degree in Ophthalmology | Fellowship in Cataract Surgery required

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

PLANT MANAGER

Minimum of 5 years' experience in a similar position
Direct experience in establishing and managing a Plant Maintenance Schedule and ensuring this schedule is programmed to ensure minimal downtime of Plant and Operations,
Experience in diagnosing and repairing Plant,
Experience managing all the official plant paperwork
Experience managing a spare-part store and procuring urgent parts
Able to work as a team member but also in remote locations; Overseas experience preferential

PLUMBER

Minimum 2 years' experience as a Plumber

QUANTITY SURVEYOR

Minimum of 5 years' experience in a similar position
Experience in all aspects of Cost Control in a variety of Construction Projects,
Generating and administering sub-contracts,
Reporting to the Contracts Director on all aspects of the commercial status of a number of contracts ongoing simultaneously | Must be able to produce monthly reports
Able to work as a team member but also in remote locations; Overseas experience preferential

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

RESORT SHOP SUPERVISOR

Minimum 2 years' experience in the Hotel Industry with at least 2 years' experience in a supervisory capacity
High School Completion or a Certificate from a recognized Vocational Training Institution
Able to function well in a fast paced environment | Able to empower and lead a team

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-pace environment
Bachelors' Degree in Accounting with Knowledge of Excel & QuickBooks

SENIOR OFFICE ADMINISTRATOR

Minimum 4 years' experience as an Office Administrator | Experience working in insurance is a plus
Strong verbal and written communication skills
Must be proficient in Microsoft Office (especially Word & Excel)

SENIOR PROJECT MANAGER

Minimum of 5 years' experience in a similar position

Experience in direct build of construction, including all aspects of high-quality concrete works, drainage and physical infrastructure | Experience of road construction

Experience in interfacing with sub-contractors on all aspects of building works Corporate/Commercial & Team leading abilities

Able to work as a team member but also in remote locations; Overseas experience preferential

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

DEADLINE FOR ALL APPLICATIONS is *Thursday 2nd 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**