

## **AVAILABLE VACANCIES AT OSEC (effective September 26, 2022)**

### **ASSISTANT COOK (INDIAN CUISINE)**

Minimum 4 years' experience | High School Completion

### **ASSISTANT FOOD & BEVERAGE MANAGER**

Minimum 6 years' experience in a similar role | Effective written & verbal communication skills

College or University Degree in Hospitality Management or equivalent

Extensive Food & Beverage/Wine Knowledge | Proven management abilities & demonstrated knowledge

### **CARPENTER**

Minimum 3-5 years' experience as a Carpenter

### **CASHIER (RESTAURANT)**

Minimum 1-2 years' experience as a Cashier

### **COOK (RESTAURANT)**

Minimum 1-2 years' experience as a Cook

### **COOK (INDIAN CUISINE)**

Minimum 4 years' experience | High School Completion

Must be able to cook authentic Indian cuisines & operate a tandoor

### **DIRECTOR OF CONSTRUCTION**

Minimum 10 years' experience in luxury residential construction

Degree in Architecture, Construction Engineering, or related field

Construction Management certification or equivalent preferred | Procore certification required

Comprehensive computer literacy required | Excellent written and verbal communication abilities

Experience working in an environment with rapidly shifting priorities, demands and timelines

### **DOMESTIC ASSISTANT/SPANISH TUTOR**

Minimum 2-3 years' experience as a Domestic | High School Completion

MUST be FLUENT in Spanish

### **DOMESTIC CLEANER**

Minimum 3-5 years' experience | High School Diploma

Great communication & time-management skills required

### **FARMER**

Minimum 6-8 years' experience as a Farmer | Must be able to spray & mix chemicals

### **FOREMAN/CONSTRUCTION SUPERVISOR**

Minimum 15 years' experience in structural and finishes works

Must have experience with the construction of luxury homes | Regional Caribbean experience preferred

Must be familiar with safety regulations and building codes

### **GENERAL HELPER (CONSTRUCTION)**

No experience required | High School Completion required

Critical Thinking & Problem-solving skills | Must be a good team-player

Good Mathematical skills | Must be physically fit & able to work overtime

### **HEAVY DUTY OPERATOR (CONSTRUCTION)**

Minimum 5 years' experience in a similar role | Experience in road construction required

Must be able to work as a team member but also in remote locations

Must be physically fit & strong to operate, drive & control heavy equipment

### **HELICOPTER ENGINEER**

Minimum 5 years' experience as a licensed helicopter maintenance engineer

Experience on the EC130, AS350 required with BH06 series is an asset

Must ideally hold an ECCAA maintenance license

Must pay great attention to detail, be self-motivated and organized, ability to work in a team environment, have effective communication skills as well as a working knowledge of the Microsoft Office Suite

### **HELICOPTER PILOT**

Minimum 5 years' experience in a similar role | Must have 2000 hours PIC rotary time or greater  
Must ideally hold an ECCAA commercial (or greater) helicopter pilot's license  
EC130, AS350 & BH06 experience preferred | Must be professional and personable  
Must pay great attention to detail, be self-motivated and organized, ability to work in a team environment, have effective communication skills as well as a working knowledge of the Microsoft Office Suite

### **HELPER/HANDYMAN**

Minimum 1-2 years' experience | Tertiary Level Completion  
Must be a team player | Must be physically fit

### **JR. MAINTENANCE MANAGER**

Minimum 3 years' experience in Maintenance or 2 years' experience in Maintenance management preferred |  
Experience in project management required  
Bachelors' degree in a technical discipline (Industrial, Electrical, Mechanical or Civil Engineering) from an accredited university  
Experience with the following: Automated Conveyor Systems and Controls, Electrical and Electronic principles, Blueprint and Electrical Schematic reading, CMMS Programs, Preventive Maintenance (PM) and Predictive Maintenance (PDM) procedures, Industrial Electrical, Industrial Controls (PLCs) & Industrial Electronics  
Must have positive work ethics and attitude | Good communication skills (both written and verbal)  
Must be able to work independently and as part of a team | Must be self-motivated and pro-active  
Must be highly effective with persuasive communication skills  
Strong attention to detail | Time-management, prioritization, and organizational skills

### **LIVE-IN HOUSEKEEPER**

Minimum 6+ years' experience | High School Diploma  
Nutrition knowledge required | Gardening skills are an asset

### **LIVE-IN HOUSEKEEPER/NANNY**

Minimum 2-3 years' experience | Must have a clean Police Record & in good health  
Valid Drivers' License is a plus but not required | Must be able to work on some public holidays

### **MAINTENANCE TECHNICIAN**

Minimum 5 years' experience as a general maintenance technician with experience in the field of gas, electric, steam and instrumentation | High school diploma or equivalent qualification  
Certificate in HVAC, building maintenance technology, or a relevant field is preferred  
Must be able to design, install and maintain industrial kitchens and all related equipment | In-depth knowledge of electrical and hydraulic systems | Manual dexterity and problem-solving skills  
Specialized training in WWF espresso and coffee machine | Proficiency in LIMBLE preferred  
Advanced understanding of general maintenance procedures and techniques  
Working knowledge of tools, common appliances, and devices

### **MAINTENANCE MANAGER (HOTEL)**

Minimum 10 years' experience in a similar role | University Degree in Engineering required

### **MASON**

Minimum 4-5 years' experience in a similar role | MUST be FULLY vaccinated

### **MECHANIC (TRAINEE)**

Minimum 1 year experience | Technical Education required  
Certification in Automotive Repairs & Services from ABICE is an asset

### **MEP PROJECTS DIRECTOR (CONSTRUCTION)**

Minimum 5-7 years' experience in a similar role | Strong Leadership skills required  
Master's Degree in Project Management or Engineering required  
Must be thorough & pay attention to detail | Excellent communication skills

### **MULTILINGUAL ADMINISTRATIVE ASSISTANT**

Minimum 1-2 years' administrative experience | Accounting knowledge & experience required  
Must be customer service-oriented with excellent communication skills  
Knowledge of a variety of computer software applications including word processing, spreadsheets, database, and presentation software  
Must be able to speak Italian or Spanish | Must possess a valid Driver's license

## **OPERATIONS MANAGER**

Minimum 5 years' experience | Degree in Business Administration required

## **PAINTER**

Minimum 4-5 years' experience in a similar role | MUST be FULLY vaccinated

## **PASTRY CHEF**

Minimum 5 years' experience as a Pastry Chef with extensive industry experience in an all-inclusive resort | Culinary Degree is preferred

Ability to demonstrate creative and quality driven pastry skills

Must have good food knowledge and recognition of quality product

Strong knowledge of current food and catering trends with a focus on using seasonal ingredients, production, sanitation, food cost controls, menu development and presentation

Excellent overall computer skills with proficiency in Microsoft Office

Knowledge of safe and sanitary food handling principles

ServSafe of Department of Health certification or local Food Handlers certification

## **PASTRY CHEF DE CUISINE**

Minimum 4 years' experience as a Pastry Chef in a luxury resort

Food production qualifications; HAACP & Intermediate Food Safety & Hygiene qualifications

Must be service-oriented & a team-player | Effective leadership & communication skills

## **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

## **PROCUREMENT OFFICER (CONSTRUCTION)**

Minimum 5 years' experience in a similar role | University Degree required

Strong negotiation skills | Impeccable time management skills

Ability to adapt to change | Great relationship management required

## **PROJECT ENGINEER (BARBUDA)**

Must have a minimum of 10 years previous experience as a Project Engineer

Extensive experience providing technical engineering information required

Must have worked as a Project Engineer on similar complex projects in remote or challenging locations

Previous residential construction and development experience preferred

Must be the Holder of a Construction Management or Engineering degree or equivalent essential.

OSHA 30-Hour Certificate | Managing Safely in Construction Certification

Mobile Scaffold Tower CSCS card | Level 5 Occupational First Aid

Management and Inspection of Scaffolding Certification | Strong communications skills required;

Proficiency with computer applications, including Microsoft Office tools, PlanGrid, SharePoint, and ERP systems; CMiC required

## **SALES & MARKETING OFFICER (WINES)**

Minimum 2 years' experience as Sommelier | Degree in Oenology required

Must be fluent in French | Must be goal-oriented and a diligent self-starter

Must have a valid Driver's license

## **SECURITY OFFICER**

Minimum 1 year experience | High School Completion

## **SHAWARMA CHEF**

Minimum 2 years' experience

## **SOUS CHEF**

Minimum 2-3 years' experience in a similar role | 3+ years of formal culinary education/ training

HACCP Training | Must have strong knowledge in International Cuisine

Provide support to junior kitchen employees with various tasks including line cooking, food preparation, and dish plating | Must be able to manage the kitchen team in the head chef's absence

Strong knowledge of cooking methods, kitchen equipment, and best practices

Good understanding of MS Office and restaurant software programs

Teamwork-oriented with great leadership abilities | Excellent communication and interpersonal skills

**Salary: \$4,500.00 - \$5,500.00 monthly**

**STEEL BENDER (CONSTRUCTION)**

Minimum 4-5 years' experience in a similar role | MUST be FULLY vaccinated

**TABLE GAMES DEALER (CASINO)**

Minimum 5 years' experience in a similar role | High School Completion  
Knowledge of Roulette, 3 Card & 5 Card Poker, Blackjack & Texas Hold'em  
Card Dealing & Chip Cutting experience required | Excellent customer service skills

**VISUAL ARTS TEACHER**

Minimum 2 years' teaching experience | Bachelor of Arts Degree (will be an asset)  
Trained Teacher's Certificate and/or Diploma in Education from a recognized educational Institution | Strong analytical and problem-solving capacity | Must be highly conversant in Computer Technology  
Excellent oral and written communication skills | Open minded with a team-oriented spirit

**WINE BUYER/SOMMELIER**

Previous experience as a Sommelier and wine buyer | Extensive knowledge of wine regions globally  
Extensive knowledge of vineyards and wineries globally | Strong negotiation skills  
Clear understanding of the process of making wine & its commercialization  
Strong understanding of current wine industry trends & the Antiguan market  
Knowledge of two or more languages (French, Italian or Spanish preferred)  
Must be able to travel and to work long hours (may include weekends)



**DEADLINE FOR ALL APPLICATIONS is Thursday 29<sup>h</sup> September, 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**