

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^h 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