

VACANCIES Registered at OSEC

(Effective November 18, 2021)

ASSISTANT BAR MANAGER

Minimum 2 years' experience in a similar position within a hotel environment
Tertiary qualification in Hotel or Bar Management or its equivalent from a recognized university
Must be HAACP Certified | Must have current food & beverage handling licenses/permits
Complete working knowledge of alcoholic and non-alcoholic beverages
Must have a passion for teamwork and very strong leadership skills

ASSISTANT FOOD & BEVERAGE MANAGER

Minimum 4 years' experience as a Food & Beverage Manager at a five star hotel
Diploma/Degree in Hotel Management required | Second language would be an asset
Must have a genuine passion for food and able to work within a busy environment & thrive under pressure | Must be a team-player | Must be service-oriented
Effective communication skills | Leadership/People Management skills

AUTO MECHANICS INSTRUCTOR

Minimum 3-5 years' experience working in the Auto Mechanic industry
5 CXC Passes (including English & Mathematics) or Tertiary Level Completion
Knowledge of career and technology skills and competencies in Auto Mechanics
Experience in teaching in a classroom setting with diverse students is a plus

AUDIOVISUAL TECH/ IT SUPPORT

Associate degree in instructional media and technology or related field in addition to a minimum of two years' professional audio-visual experience | InfoComm CTS certification highly desirable
Advanced knowledge of circuitry, electricity, electronics, and the ability to read and follow schemata and technical manuals | Experienced with video recording, editing and production
Strong working knowledge of AV switching control systems (e.g. Extron, Crestron)
Superior interpersonal skills with demonstrated ability to work well with people.
Excellent communication skills | Must be available to work evening and weekend hours
Must be able to lift and carry 50 pounds on a regular basis

BABYSITTER/NANNY

Minimum 1 year experience in a similar role | Must be **FULLY VACCINATED**
Early Childhood Certification required | Must have experience working with babies
High School Diploma | Must have a valid Driver's license

BAKER/PASTRY MAKER

Minimum 4 years' experience in a similar role | High School Completion
Artistic and creative in decorating cakes and other confections including chocolate and sugar art decorations | Excellent knowledge in the use of patisserie and their various possible combinations

BARBER

Minimum 2 years' experience

BEACH & SPORTS SUPERVISOR

Minimum 1 year experience in a supervisory role and two years' experience in similar Beach & Sports role | Minimum High School Diploma or equivalent | Must be able to lift at least 40 pounds
Must be able to Windsurf, Sail (e.g. Sunfish, Hobby Cat), Kayak, Water-ski, Snorkel and provide instruction/lesson in the same | First Aid, Boat Masters & Valid Driver's License required
Must be able to speak, read and write English | Fluency in other languages preferred

CHEF

Minimum 2-3 years' experience in a similar role | **MUST BE FULLY VACCINATED**

CLUB SANDALS SUPERVISOR

Minimum two (2) years' supervisory experience | Associates Degree/Diploma in Hotel/Business Management | Certification from a recognized vocational/technical institution in relevant field

COOK (RESTAURANT)

Minimum 1 year experience | Must be trustworthy & reliable

DECKHAND/SNORKEL GUIDE

Basic Boating experience required; Must not be prone to motion sickness | High School Completion
Must be a competent swimmer | Boatmaster 3 license desirable but not required

DENTAL ASSISTANT/HYGIENIST

5+ years' experience as a Dental Assistant/Hygienist | Good Understanding of Dental/Medical software
Ability to assist in making clinical diagnosis | Perseverance, Motivation, Confidence
Flexibility, Communication, Teamwork | Problem Solving, Leadership, Organization
General computer skills including Microsoft Suite & Google Docs

DOMESTIC CLEANER

Minimum 2 years' experience as a Domestic Cleaner

FARM HELPER

Minimum 1 year experience working on a Farm

FINANCE ASSISTANT

Minimum 1-2 years in a similar role | Minimum Associate's Degree in Accounting
Experience in accounts payable, accounts receivable, bank reconciliations
Positive attitude and wiliness to grow and learn | Organized and can work with tight deadlines
Ability to be extremely flexible, efficient and punctual | Analytical & critical thinker
Strong verbal and written skills | Must be able to work independently as well as part of a team
Proficient in Microsoft Office applications (Excel is a must)

FINANCIAL RISK OPERATIONS ANALYST

Minimum 2 years' experience | Flexible schedule is a must
High School & College Completion necessary | Excellent management of customer service skills
Knowledge of financial-management principles, policies, and procedures is an asset
Must be self-motivated, innovative, with strong interpersonal skills, and possess the ability to work effectively with limited supervision
Ability to work autonomously or in a team environment | Strong proven verbal and written skills
Exceptional attention to detail to ensure high level of accuracy on all activities
Technologically self-sufficient on MS Office applications, specifically Excel, with the ability to learn new software, as required
Customer Service, Analytical, computer skills, attention to details, strong interpersonal skills

FINANCIAL RISK OPERATIONS SUPERVISOR

Minimum 3 years' experience in financial and risk data analysis
High School & College Completion necessary
3+ years' people, process, and operational management experience
Familiar with online financial risk, trends, analysis, and third-party verification and management solutions | Understanding of current internet technologies, regulation trends, policies and legal rulings | Strong written and verbal communication skills
Understanding of governance and compliance activities, processes, and standards
Proven track record in communicating and influencing senior leadership
Draws on experience and knowledge to assess and analyze facts and available information to come to quick and appropriate decisions | Advanced MS Office working knowledge

FOOD & DRINKS MANAGER

Minimum 5 years' experience in a similar role
Must be certified in Food & Beverage | Must be able to multi-task

FOOD & SERVER ATTENDANT

Minimum 3-5 years' experience | High level of Professionalism & Confidentiality required
Must have a friendly personality with excellent customer service skills

FRONT OF HOUSE ASSISTANT (SERVER/BARTENDER)

Minimum 1-2 years' experience in a similar role | **MUST BE FULLY VACCINATED**

GYM TRAINERS (PART-TIME)

Minimum 2 years' experience as a Personal Trainer

HAIRDRESSER

Minimum 2 years' experience

HANDYMAN

Minimum 2 years' experience in the construction field | Secondary School Completion
Knowledge of different areas in the construction field | Must be able to work independently

HEAD CHEF (RESTAURANT)

Minimum 5 years' experience in a similar role

KITCHEN ASSISTANT (FAST FOOD RESTAURANT)

Minimum 1-2 years' experience in a similar role | **MUST BE FULLY VACCINATED**

LABOURER

Minimum 3 years' experience in a similar role | Secondary School Completion | Must be physically fit

LABOURER/GROUNDS ATTENDANT

Minimum 5 years' experience in a similar role
Must have knowledge propagating and maintaining plants
Must be a team player & must have a Driver's license | **MUST BE FULLY VACCINATED**

LABOURER TO THE CARPENTER

Minimum 7-10 years' experience in working with a Carpenter
Knowledge in the field of Woodwork required | Must be physically fit & have personal transportation
Must be honest, skilled and fluent in the English Language

LINE CHEF (FINE DINING RESTAURANT)

Minimum 3 years' experience in a similar role | Food Handlers Certificate required
Certificate from a Reputable Culinary School OR 5 years in Reputable restaurant
Must be punctual, motivated, passionate & disciplined | Able to work unsupervised

MANICURIST

Commission-based
3+ years proven work experience in manicures, pedicures, Gel application and nail art
Excellent customer service and communication skills

MARINE TECHNICIAN

Minimum 12 years' experience | Boatmaster 1 Qualification required
High school Diploma | Strong communications skills required;
Must be able to drive and operate Boats | At least a little navigational knowledge
Practice experience with tools and equipment used in marine maintenance
Ability to read and underage technical manuals | Good verbal and written communication skills

MARKETING MANAGER (HOTEL)

Minimum 5 year experience in a similar role | Minimum High School Diploma or equivalent
Must be able to perform job functions with attention to detail, speed and accuracy; Must be creative and a clear-thinker | Must reflect a positive attitude at all times
Relevant Qualifications required | Must have a valid Driver's License
Proficiency with Microsoft Office Suite & Adobe Suite (Photoshop, Illustrator, Premiere, After Effects etc.) | Web design preferable

MASONRY INSTRUCTOR

Minimum 3-5 years Mason experience | Experience teaching in classroom setting with diverse students a plus | Technical Diploma and/or Certification in Construction trade
5 CXC Passes (including English & Mathematics) or Tertiary Level Completion

MECHATRONIC TECHNICIAN

Experience in Blow Molding and Distillery applications | Hi and low-pressure compressor process
Ability to troubleshoot electromechanical system | Boiler overhauls and maintenance
Knowledge of Fiber Optic communications & VFD programming | Process Operations
Plc experience | Experience dealing with Pumps and motors repairs

MULTILINGUAL BARTENDER

Minimum 3 years' experience | Fluency in English & Additional Language required

MULTILINGUAL CLERK

Minimum 3 years' experience | Fluency in English & Additional Language required

NIGHT DUTY MANAGER

Bachelor's Degree in Hospitality Management, Business Management or any related field
Experience in a Night Manager role within the hospitality industry
Good communication and written Skills | Excellent leadership skills & Customer service skills
Ability to work independently as well as part of a team
Proven experience with front office management systems

ONCOLOGY NURSE

Degree in Nursing required | Oncology Nursing Certification preferred
Experience in Oncology Nursing & Chemotherapy IV Infusion
Must be knowledgeable and competent in care and access of central lines and in-dwelling catheter
Ability to work independently and as a member of a multidisciplinary team
Well-developed communication and interpersonal skills

OPERATIONAL CONTROL ANALYST (FINANCE)

Minimum 2 years' experience in a similar role
Phenomenal verbal/written communication skills and grammar required
Excellent computer skills (Windows, Excel, Outlook, etc.)
Ability to learn new tasks, procedures and software quickly
Strong analytical abilities and effective follow-through | Exceptional attention to detail
Excellent ability to prioritize and complete a high volume of tasks quickly and professionally with minimal guidance | Ability to meet deadlines, maintaining a sense of urgency
Exceptional organization and multi-tasking skills | Ability to work extended and flexible hours if required | High degree of initiative and commitment along with a strong work ethic

PLUMBING INSTRUCTOR

Minimum 3-5 years' experience working in the Plumbing industry
5 CXC Passes (including English & Mathematics) or Tertiary Level Completion
Technical Diploma and/or Certification in Construction trade

PRE-SCHOOL TEACHER

Minimum 2 years' experience | High School Completion | **MUST** be Early Childhood Certified

ROOM ATTENDANT (PART-TIME)

Minimum 1-2 years' experience | High School Completion | **MUST** be fully vaccinated

ROOM ATTENDANT (HOTEL)

Minimum 3-5 years' experience
Must have a friendly personality with excellent customer service skills
High level of Professionalism & Confidentiality required

SECURITY OFFICER

Minimum 1-2 years' experience | Must be able to lift at least 60 lbs. | **MUST** be fully vaccinated

SKILLED CARPENTER

Minimum 10 years' experience as a Carpenter | Secondary/Vocational School Completion

SPA THERAPIST

Minimum 3 years proven work experience as a Spa Therapist
Must be certified as a Massage Therapist
Hands on experience in massage techniques, manicures, pedicures, waxing and face/body therapies
Excellent customer service skills | Positive attitude
Computer literate with Microsoft Office experience | Great oral and written communication skills

WAREHOUSE MANAGER

A degree in Management, Inventory and/or Supply-chain management or related discipline
3+ years' experience in warehousing/fleet management | Good organizational skills
Computer literate | Knowledgeable of inventory and supply management policies and procedures
Knowledgeable of dynamics inventory system | Good oral & written communication skills

DEADLINE FOR ALL APPLICATIONS is Friday 26th November, 2021

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