

VACANCIES Registered at OSEC (effective November 4, 2020)

ADMINISTRATIVE ASSISTANT

Minimum 1-2 years' experience in a similar role / Tertiary Education Completion
Excellent use of Microsoft office including and especially word and excel; tracking changes, use of literary devices and pivot tables

ASSISTANT FINANCIAL CONTROLLER

Minimum 3-4 years' Accounting experience working at an International 5 Star Luxury Hotel
ACCA Certification
Degree in Accounting required / Must have great analytical and organizational skills
Must be a critical thinker / Must be able to meet strict deadlines
Must have strong communication and interpersonal skills and commitment to a high level of guest satisfaction

CHEF TUTOR

Bachelor Degree in Culinary Arts or related field; Master Degree an asset
A minimum of 5 years' industry experience and 3 years teaching/training experience at a reputable organization.
Current ServSafe, HACCP or equivalent certification
Ability to develop new curriculum in anticipation of changes in Market discipline
Highly organized, with strong leadership and motivational skills
Must be a team player
Computer Literate and proficient in MS Office Suite software
Strong written and verbal communication skills; Professional presence
Must be able to work a flexible schedule, including weekends and holidays

CHEF/RESTAURANT MANAGER

Minimum five years' experience / Culinary Degree required
Knowledge of the Western Cuisine Cooking Philosophies / Excellent Communication Skills
Must be able to multitask / Customer & People-oriented

CLEANER

Minimum 1-2 years' cleaning experience / High School Completion
Must be hardworking and able to lift heavy / Must be able to work under the sun for long hours
Must be fluent in Spanish & English / Must be flexible

COMPUTER TECHNICIAN

Minimum 5 years experience in a similar role / Computer Certification or equivalent
Excellent Command of the English Language / Must be a fast learner
Must be able to troubleshoot technical issues

COOK

Should have at least 1-2 years of experience, able to cook on grill stove / High school graduate

DISPATCH & FILING CLERK

Must have a Valid Driver license / Good command of the English language
Ability to multi-task and meticulous execute task / Should have at least 3 CXC subjects
Basic proficiency in Microsoft Word

DRESSMAKER

Minimum 2 years experience

MUST be able to sew various forms of clothing to include: blouses, dresses, shirts and pants

Basic knowledge of Maths & English

Cutting experience is a Plus

ELECTRONICS TECHNICIAN

Minimum 10 years' experience in a similar role / Must possess a Certificate in Electronics

Knowledge of troubleshooting and repairing motherboards /

Knowledge of LCD Repair, Fibre-optic installation and repair

Experience with the installation and repair of power systems

FARM HAND

Knowledge of Agriculture and Farm work is an asset / High school graduate is preferred

FISHERMAN

Minimum 3-5 year's experience in a similar role / Secondary School Completion

Must be experienced in Diving

GARDENER/HANDYMAN

Minimum 2-3 years related experience

Technical Building and Garden Maintenance Skills

Good Verbal and non-verbal communication skills

Knowledge of Caribbean and Antiguan horticulture and plant species

Knowledge of small Caribbean and Antiguan wildlife, insects, and ecosystems

Some knowledge of the use, benefits and risks of cleaning agents, fertilizers, and pesticides

GOLF SUPERINTENDENT

Five (5) years of professional experience, with 10 or more reports / Proficient computer literacy

Post-secondary education in golf course or turf management

GCSSA certification is desirable, particularly CGCS designation

Professional training and certification in fertilizer and pesticide application and vector control

HANDYMAN

Willing to work / Knowledge of Gardening and yard duties is an asset

HEAD GARDENER

Minimum 4-5 years related experience

Technical Building and Garden Maintenance Skills

Good Verbal and non-verbal communication skills

Knowledge of Caribbean and Antiguan horticulture and plant species

Knowledge of small Caribbean and Antiguan wildlife, insects, and ecosystems

Some knowledge of the use, benefits and risks of cleaning agents, fertilizers, and pesticides

HEAD HOUSEKEEPER

Minimum 3-4 years related experience

Exceptional housekeeping or home management skills /

Good Verbal and non-verbal communication skills

Ability to perform functions with attention to detail and a sense of urgency

Good knowledge of hospitality industry standards

Knowledge of the use, benefits and risks of cleaning agents and appliances

HOUSEKEEPER

Minimum 2-3 years related experience / Good housekeeping or home management skills
Good Verbal and non-verbal communication skills
Ability to perform functions with attention to detail and a sense of urgency
Good knowledge of hospitality industry standards
Knowledge of the use, benefits and risks of cleaning agents and appliances

KITE SURF INSTRUCTOR

Minimum 2 years related experience
First aid certification as well as an up to date kitesurfing teaching license from a recognised organisation (such as but not limited to IKO, VDWS and BSKA)
Competent Boat Driver / Must be fluent in the English Language
Must be a good motivator and entertainer for our students/guests
Must be able to keep safety as your number one priority
Must be a good team player, respectful and caring for the teaching equipment

MASSAGE THERAPIST

Minimum 2-3 year's experience in a similar role / Must be a certified Massage Therapist
Must be able to do Facials, Manicures & Pedicures, Massage & Body Treatment
Must be Computer Literate; Must be Customer service-oriented

TRANSPORTATION OFFICER

Minimum 2 year experience at a supervisory level / **MUST** be the holder of a valid Driver's license
Must be computer literate and have an excellent command of the English Language
Must know Antigua and be able to work all shifts

SECURITY OFFICER

Minimum 2 years' related experience / Must be able to multitask
Must be flexible and proactive / Must be able to use initiative in carrying out duties
Team-player; Effective Communication Skills

SECURITY OFFICER

Minimum 3 years' experience required / **MUST** be able to work shifts
Must be professional, hardworking and responsible / Must be flexible
Must have excellent work ethics and great communication skills / Must be a team player

SENIOR RF ENGINEER

A minimum of 2 -3 years experience in a similar environment
BSc. Degree in Electrical/Communications Engineering or Applied Physics
Knowledge of Mobile Radio Planning and Optimization practices
Knowledge of Ericsson OSS or related vendor nodes

*Interested individuals, for more information should:
Contact the One Stop Employment Centre (OSEC) at 562-8533/4/5*

DEADLINE FOR ALL APPLICATIONS is Monday 9th November, 2020