

## **AVAILABLE VACANCIES AT OSEC (effective April 13, 2022)**

### **ACCOUNTING & NIGHT AUDIT CLERK**

Minimum 5 years' experience in a similar role | Must have a degree in accounting or a relevant field

Must be able to work in the areas with extreme temperature changes

Experience in data entry and reporting is paramount

Must be able to do all functions in the warehouse to include – purchasing, receiving, issuing and understand the proper storing procedures | MUST be able to lift 50 lbs or more

Must possess strong communication skills both oral and written

Must be a strong Team Player | Knowledge of all Storeroom HACCP Standards and Procedures

Must have experience in night auditing and be able to complete accurate monthly counts

Flexible and reliable individual who has good customer service skills and is able to work along with a team or individually

### **ASSISTANT YARD MANAGER (MARITIME)**

Minimum 10 years' experience in a similar role | PMP certification required

Minimum 10 years' experience as a Sailing Yacht Captain

Bachelors' or Master's Degree in Yacht Design & Production | Diploma in Boatbuilding required

Must be RYA Mach meter Offshore Certified | STCW 95 Certification required

### **AUDIT SENIOR**

Minimum 3-4 years' experience as an in-charge Auditor | Bachelor's Degree in Accounting  
CPA, ACCA or similar license required | Great communication & analytical skills required

### **BACK OF HOUSE DIRECTOR (HOSPITALITY)**

Minimum 3 years' management experience in Hospitality or Project Management

Post-secondary education in Hospitality, Project or Business Management

Professional Training & certification in logistics or project management

Must have a valid Antigua & Barbuda Drivers' License

### **BARISTA (FOOD & BEVERAGE)**

Minimum 3 years' experience in a similar role

Have the working knowledge of all types of Coffee Beverages

Possess the ability to make to industry standard all types of coffee beverages ranging from regular coffee to lattes etc. | Must own valid driver's license

Must have cashing experience being able to deliver prompt and accurate service

Knowledge of HACCAP standards - know the proper way to sanitize and ensure all standards are maintained | Knowledge of the machines used in the coffee making industry and how to care for them

Must be a flexible and reliable individual who has good customer service skills and is able to work along with a team or individually

### **BEAUTY, NAILS & HAIR TECHNICIAN**

Minimum 3 years' experience in a similar role | Fluency in Spanish required

Must be a certified Hair & Nail Technician

Must be a skilled Nail Technician (Manicurist & Pedicurist)  
Must have experience in Hair relaxing, cutting, styling, and be able to work with all natural hair textures

### **BUTCHER**

Minimum 2 years' experience as a Butcher | Must be able to operate bandsaw independently  
Must have knowledge of different types & cuts of meat, poultry and fish  
Must be able to carve, butcher, slice and display different cuts of meat from a whole carcass

### **CARPENTER**

Minimum 3-4 years' experience as a Carpenter | Joinery or cabinet-making skills required  
Experience using hand and power tools required | Knowledge of building regulations & codes is a MUST

### **CHEF DE CUISINE**

Minimum of 5 years of experience working in Culinary at all levels  
Minimum 3 years management experience | Strong teamwork abilities | Excellent leadership skills  
Great Interpersonal Skills | Must be willing to work ALL shifts  
Long periods of standing and walking is required | Must be physically fit

### **CHINESE COOK (RESTAURANT)**

Minimum 10 years' experience in a similar role  
University Degree in Culinary Arts required | MUST be specialized in Chinese cuisines

### **COOK (RESTAURANT)**

Minimum 5 years' experience as a Cook | Must be able to cook local & Jamaican dishes

### **DENTAL ASSISTANT**

Minimum 2 years' experience with Dental Assistant Training required |  
Must be customer-service oriented

### **DESALINATION/WATER & BREWERY PLANTS UTILITY TECHNICIAN**

Minimum 5+ years' experience in industrial manufacturing | Strong communication skills  
Must be skills certified in a multitude of areas (i.e. Mechanical & Chemical)  
Must be flexible (must be on call for Emergency purposes)  
Proficient in Microsoft Office (preferable Microsoft Excel & Word)

### **DOMESTIC**

Minimum 1 year experience as a Domestic

### **FINISHING MANAGER**

Minimum 7+ years senior manager experience within the construction sector | High School diploma  
Must have the ability to read, interpret and work from technical drawings Must be able to lead and direct on-site operations on methods of installation and construction

### **FITTING MACHINIST**

Minimum 6 years' experience as a Machinist with hands-on experience  
Must be a Certified Fitter Machinist

### **FORKLIFT OPERATOR**

Minimum 1 year experience as a Forklift Operator and working within a warehouse environment  
Minimum 3 CXC passes including English

### **GENERAL CONSTRUCTION SKILLED LABOURER**

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

### **GENERAL MANAGER (RESTAURANT)**

Minimum 10 years' experience in a Food & Beverage managerial role

### **HELICOPTER ENGINEER**

Minimum 5 years' experience as a licensed helicopter maintenance engineer  
Experience on the EC130, AS 350 required with BH06 series an asset  
Must ideally hold an ECCAA maintenance license  
Must pay attention to detail; be self-motivated and organized  
Ability to work within a team environment, effective communication skills as well as working knowledge of the Microsoft Office Suite

### **HELICOPTER PILOT**

Minimum 5 years' experience | 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 & personable  
Must pay attention to detail; be self-motivated and organized  
Ability to work within a team environment, effective communication skills as well as working knowledge of the Microsoft Office Suite

### **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

### **JR. MAINTENANCE MANAGER (ROOMS)**

Minimum 5 years' experience in a similar role | Previous internship or leadership experience  
University degree in a technical discipline (Industrial, Electrical, Mechanical, Civil) from an accredited university or 2+ years' Amazon experience | Experience in project management  
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 & Industrial PC literacy

### **LIVE-IN DOMESTIC HELPER**

Minimum 1-2 years' experience as a Domestic

Must have a caring personality | Strong oral & written communication skills

### **LANDSCAPER/GARDENER**

Minimum 2-3 years' experience in a similar role

Knowledge of Landscaping, Pest Control, Pruning, Hedging, Fertilizing, Grappling & Pool

Maintenance required

### **MEAT PACKER/STOCKER**

Minimum 1-2 years' experience | Must possess the ability to read & write effectively

Must be able to lift between 30-60 lbs

### **PASTRY MAKER**

Minimum 2 years' experience in a similar role

Knowledge of pastry and baking is a plus | Knowledge of international cuisine is an asset

### **PERSONAL/PRIVATE CHEF (ON CALL)**

Minimum 6 years' experience in a similar role | Good command of the English Language

Bachelors' Degree in Culinary Arts required | must be fully versed in International Cuisines

### **REEFER CONTAINER WORKER**

Minimum 5 years' experience | Minimum Secondary School Completion or Technical Training

Must be flexible

### **REPAIR TECHNICIAN**

Minimum 2-3 years' experience repairing Household appliances

### **SPECIALIST CARPENTER**

Minimum 10 years' experience | High School diploma

Excellent understanding of carpentry techniques and methods of installation and construction

Must be proficient in using electrical and manual equipment and measurement tools.

Must have the ability to read, interpret and work from technical documents and drawings.

Proven experience as a carpenter with carving experience, hands on experience in working with carpentry materials | Excellent understanding of carpentry techniques and methods of installation

Must be proficient in using electrical and manual equipment and measurement tools

### **TRACTOR DRIVER/OPERATOR**

Minimum 8 years' experience in a similar role | Extensive knowledge using heavy equipment

Experience performing maintenance on tractors & other farming equipment required

**TRUCK DRIVER**

Minimum 3 years' experience as a Heavy Equipment Truck Driver

**VENETIAN FRAME & PLASTER SPECIALIST**

Minimum 4 years' experience in a similar role | Must be mastered in the craft of Venetian plastering

Experienced at completing the most intricate and fascinating Venetian plaster projects

Knowledge in achieving the required depth, color and texture for seamless finish

**WELDER**

Minimum 4 years' proven experience as a Welder

Must be knowledgeable in Arc Welding, Mig & Tig Welding, Oxy-acetylene Welding & Fabrication

**DEADLINE FOR ALL APPLICATIONS is Wednesday 20<sup>th</sup> April, 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**