

# **VACANCIES at OSEC (effective August 28, 2017)**

## **CARPENTER**

Minimum 3 years' experience  
Must be flexible

## **CUSTOMER SERVICE REPRESENTATIVES**

A Minimum of 3 CXC's (including English)  
Bi-lingual (Spanish) a plus  
Proficient personal computer skills/Strong written and oral communication skills.

## **CHEF**

Minimum 1-2 years' experience  
Must be flexible  
Customer service oriented  
Ability to work in a team

## **DISHWASHER (RESTAURANT)**

At least 1-2 years experience in a fast pace restaurant

## **GENERAL MANAGER**

5-7 years experience in retail operations  
BSc. Or Associates in Business Administration or Retail Experience  
Ability to act responsibly in a position of authority  
Must have excellent written and oral communication skills

## **SALES REPRESENTATIVE (CAR RENTAL)**

Must have a driver's license  
Experience in sales required

## **SALES REPRESENTATIVE (INSURANCE)**

Experience in sales required  
Excellent Interpersonal Skills  
Strong Analytical Skills  
Strong written and oral communication skills  
Ability to persuade

## **BUSINESS DEVELOPMENT OFFICER**

Four years experience as a financial advisor or account relationship management experience within the financial services field  
Excellent communication and presentation skills  
Must have a valid driver's license and access to a vehicle for daily use

## **FIELD LOAN OFFICER**

A minimum of 3 CXC subjects  
Two (2) years experience in sales or any finance-related position  
Excellent analytical skills and attention to detail  
Must have a valid driver's license and access to a vehicle for daily use

## **DRIVER/PORTER**

Must have a Drivers' License

**Kindly note that the *DEADLINE FOR ALL APPLICATIONS* is *Tuesday 5<sup>th</sup> September***

To register at OSEC you will need to visit the Centre in person. The documents required are resume, original and one copy of relevant certificates, passport, social security & medical benefits cards, and driver's license (if any). Osec is located on Redcliffe Street, on the third floor of the Aflak's Building - next to ECAB. For more information please call 562-8533/34/35

**Please be advised that OSEC is a Government entity and as such a dress code is enforced when visiting the Centre**