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1. HUMAN RESOURCES (HR) OFFICER

HUMAN RESOURCES (HR) OFFICER

A reputable company in St. Lucia is looking to recruit a Human Resources (HR) Officer who will be responsible for executing generalist HR functions, with special focus on Training and Development.

Duties include but are not limited to:

Administering regular training to both line staff and managerial staff on a range of topics, based on the needs of the organization

Addressing skill deficits through tailored in-house training

Coordinating external training as the need arises

Preparing training budgets and training plans

Orienting new-hires, and following-up with their on-boarding progress during their probationary period

Overseeing the performance management process, and making recommendations for training based on identified skill gaps.

Assisting managers in developing Performance Improvement Plans and Individual Development Plans for their teams

Evaluating training programs and making adjustments where necessary

Updating the company's Human Resource Information System as needed

Assisting with staffing, benefits administration, disciplinary matters, planning staff activities, and other HR functions as needed.

Profile of the ideal candidate:

At least a bachelor's degree in Human Resources, Psychology, Learning and Development, or related field.

At least two years' experience delivering training programs in an organizational setting

Computer literacy - competency in the use of Microsoft Suite, and comfortable learning new applications.

Strong presentation skills

Strong verbal and written communication skills

Excellent organizational and planning skills

Creative and flexible in the choice of training delivery, based on the audience's educational level and learning styles

Good numeracy and analytical skills

High level of personal and professional integrity

Good judgement and decision-making skills

Genuine interest in helping people in their professional development

Ability to motivate persons to reach their maximum potential

Ability to work flexible hours if needed

Working conditions:

Office environment

Some travel may be required

All interested persons should email their applications to:

hrocareers.slu@gmail.com by Monday 6th June 2022

We thank all applicants for their interest; however only shortlisted candidates will be contacted.

[\[View file #1423 online\]](#)

VacancyAd.com

2. Director of Engineering Vacancy

Director of Engineering Vacancy

Vacancy: Director of Engineering

Description: As the Director of Engineering, you will empower your team to achieve exceptional standards and develop preventative maintenance and resource management programs that ensure a safe and welcoming hotel for all colleagues, guests and visitors. A "true team player", takes ownership and accountability for team and Not afraid to get their hands dirty "Hands On". This position is located onsite in Vieux Fort, St. Lucia.

Property Overview: This magnificent complex is an 85 acres Family & Adult Resort Facility, as well as a high-end luxury International Hotel at a very desired address! Coconut Bay Beach Resort consists of 250 rooms, 5 pools, 8 restaurants and 7 bars along with the NEWLY opened Serenity Luxury Resort, which consists of 36 Private Suites (w/ Individual Plunge Pools) and is situated in what is considered one of the finest locations in Saint Lucia. The complex is located on the windward side of the Island of Saint Lucia, and is known for a wonderful Island breeze which draws some of the top Kite Surfers from around the world.

Summary of Responsibilities/ Qualifications:

Reporting directly to the Hotel General Manager, responsibilities and essential job functions include but are not limited to the following:

Responsible self-starter, capable of handling multi-faceted projects and of working under pressure.

Holds a degree in Electrical/ Mechanical Engineering and/ or Building Management.

Maintains good relationships with colleagues and subordinates.

Vendor management - coordinate various contractors for both New Projects and Steady State Projects. (Electrical, Elevators, Fire Systems, Generators etc.)

Has good team building skills and is able to communicate effectively with all levels of employees.

Equips and motivates employees to achieve predetermined goals, installing and maintaining appropriate empowerment Programs.

Excellent Communication and Analytical Skills, a proactive problem solver.

Personable and pleasant to deal with. Discreet, reliable, diplomatic.

Positive "can do" attitude and flexible approach - manages with humility.

High degree of integrity. Strong leadership.

Nurtures and develops employees, encouraging innovation.

Good health physically fit. Excellent personal grooming & personal presentation.

Understands and respects local culture, able to adapt to changing environment.

Recognized as an authority in mechanical and electrical engineering.

Detailed knowledge of air conditioning, ventilation, refrigeration systems and related refrigerants, chilled/condenser water components.

Preferred previous experience in water/ wastewater treatment and related chemicals/ filtration devices.

Preferred knowledge of hydraulics, including balancing in waterworks/ tanks; prime/ standby power generation equipment and associated switchgear.

Preferable to have experience in reverse osmosis and triple effect evaporator systems if needed.

Have experience in managing fire main systems & associated pumps, sprinkler systems and equipment, with good knowledge of local fire, pressure vessel, electrical codes and occupational safety codes.

Understanding main/ secondary drainage (plumbing) systems; electrical power distribution systems.

Well-developed Computer Skills, particularly in the use of Work order systems, Property Management & Energy Management systems

Prepare and manage the annual maintenance budget and assist in the preparation of the capital plan

Ensure the hotel complies with all government regulations pertaining to building code requirements, health, fire and life safety programs

Review ongoing service contracts ensuring superior performance and competitive pricing
Monitoring energy and water management programs to ensure cost effective use of utilities
Balance operational, administrative and Colleague needs
Follow departmental policies and procedures
Follow all safety policies
Able to manage a proactive Preventative Management Program
Detailed knowledge of air conditioning, ventilation, refrigeration systems and related refrigerants, chilled/condenser water components.
Minimum two to four years work experience as Director of Engineering in a hotel or in a similar large building/ complex with central plant and Building Management (or Automation) System
Could have previously held positions as Project Engineer, Director of Engineering (Public Works), Chief Engineer (Marine, unlimited ocean/ unlimited horsepower) aboard vessels of over 10,000 tons. Preferable prerequisite is experience in the Hotel industry or any related or similar service-oriented industry
Preferred previous experience in water/ wastewater treatment and related chemicals/ filtration devices.
Preferred knowledge of hydraulics, including balancing in waterworks/ tanks; prime/ standby power generation equipment and associated switchgear.
Preferable to have experience in reverse osmosis and triple effect evaporator systems.
Have experience in managing fire main systems & associated pumps, sprinkler systems and equipment, with good knowledge of local fire, pressure vessel, electrical codes and occupational safety codes.
Understanding main/ secondary drainage (plumbing) systems; electrical power distribution systems.
Well-developed Computer Skills, (i.e. Excel, Adaco, Forecasting, Budgeting and Job Costings).
Would also include any technical certifications - ie Robert Morgan / DeVry or York/Hurst etc... for some of your main critical components.
Fluent in English- written and spoken
Salary: Range based on experience, Health/Medical are included (on island), along with living accommodations and shared transportation.
ARE YOU THAT PERSON?
Please submit your resume to the following e-mail addresses: employment@cbayresort.com
The Acting Labour Commissioner should also be copied on the e-mail as well: gmelchoir@gosl.gov.lc
Kindly indicate the position applied for as the subject of the e-mail.
Deadline for submission is Friday 3rd June, 2022.
Please be informed that only shortlisted candidates will be contacted.

[\[View file #1424 online\]](#)

The logo for Coconut Bay Beach Resort & Spa - St. Lucia. The words "Coconut Bay" are written in a large, blue, cursive script font. Below this, the words "BEACH RESORT & SPA - ST. LUCIA" are written in a smaller, blue, sans-serif font. A registered trademark symbol (®) is located to the right of the word "Bay".

3. Project Manager Vacancy

Project Manager Vacancy

Vacancy – Project Manager

We are looking for a project manager to be responsible for handling our company's ongoing projects. You will be working closely with your team members to ensure that all project requirements, deadlines, and schedules are on track. Responsibilities include submitting project deliverables, preparing status reports, and establishing effective project communication plans as well as the proper execution of said plans.

Responsibilities:

Coordinating with team members to make sure that all parties are on track with project requirements, deadlines, and schedules.

Meeting with project team members to identify and resolve issues.

Submitting project deliverables and ensuring that they adhere to quality standards.

Preparing status reports by gathering, analyzing, and summarizing relevant information.

Establishing effective project communication plans and ensuring their execution.

Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget.

Coordinating the development of user manuals, training materials, and other documents as needed to enable successful implementation and turnover of the process or system to the clients.

Identifying and developing new opportunities with clients.

Conducting post-project evaluation and identifying successful and unsuccessful project elements.

ERP project oversight.

Hands On Position, not administrative.

Project Manager Requirements:

A bachelor's degree in a Hospitality related field.

Project Management Professional (PMP) certification is a plus.

Proven experience in project management.

Ability to lead project teams of various sizes and see them through to completion.

Strong understanding of formal project management methodologies.

Experience as a construction project manager.

Able to complete projects in a timely manner.

Hands on Position, not administrative

Understanding of ERP implementation.

Experience overseeing a construction project.

Budget management experience.

Experience in Hospitality and Related industry of Customer Service

ARE YOU THAT PERSON?

Please submit your resume to the following e-mail addresses: employment@cbayresort.com

The Acting Labour Commissioner should also be copied on the e-mail as well: gmelchoir@gosl.gov.lc

Kindly indicate the position applied for as the subject of the e-mail. Deadline for submission is Friday 3rd June, 2022.

Please be informed that only shortlisted candidates will be contacted.

[\[View file #1425 online\]](#)

Coconut Bay®

BEACH RESORT & SPA - ST. LUCIA

4. Vacancy - AC and Refrigeration Technician at Coconut Bay

Vacancy - AC and Refrigeration Technician at Coconut Bay

Vacancy - AC and Refrigeration Technician

Accommodation will be provided

We are looking for an experienced AC and Refrigeration Technician to work with cooling systems to ensure proper installation, maintenance and repair. Successful candidate must be HVAC certified and must be able to work any shift any day of the week including weekends and holidays.

AC and Refrigeration Technician Duties & Responsibilities:

Install, inspect, maintain, and repair air conditioner.

Ventilate equipment and controls making sure they operate efficiently and continuously.

Perform regular maintenance work on cooling units.

Diagnose electrical and mechanical defects and malfunctions.

Install, replace, or repair equipment that has been damaged.

Make adjustments and do calibrations of thermostatic controls.

Install new airconditioning systems and equipment.

Clean blowers and coils, check tensions of belts and motors.

Make plans and designs of new airconditioning systems including their installation and maintenance.

Inspect and maintain refrigerators and ice machines, and chilled water supply systems.

Skills, Qualifications and Experience:

The air conditioning technicians should be able to work in places where they are exposed to dust, fumes, noise, toxic materials and high voltage equipment.

They should also be capable of working in confined and hot spaces like roofs, crawl ways and attics.

They may also have to work in adverse weather and may be required to lift heavy objects, bend, stoop, kneel or stand for long stretches of time.

HVAC Certified

At least three years' experience working at a hotel with 50+ rooms

ARE YOU THAT PERSON?

Please submit your resume to the following email addresses: employment@cbayresort.com Deadline for submission is Friday 10th June, 2022. Kindly indicate the position applied for as the subject of the email.

Please be informed that only shortlisted candidates will be contacted.

[\[View file #1426 online\]](#)



5. Accounts Officer needed at Blue Waters

Accounts Officer needed at Blue Waters

Blue Waters St. Lucia Ltd is inviting suitably qualified persons to join our team in the position of Accounts Officer.

General Purpose

In this role the AO will handle general accounts queries; arrange payment of bills and accounts; check and bank payments; keep records of financial transactions; keep records of costs such as labour and materials.

Duties and Responsibilities:

Generate accurate reports and reconciliations in an efficient and timely manner to provide useful information for both operational and financial decision making.

Reconcile supplier accounts and as well as maintain Goods-in-Transit (GIT), Duty payable/ Freight accounts and Inventory/ Purchases accounts.

To assist with the processing of invoices, cheques, and other manual payments in the system and any other accounts payable related transactions.

Provide assistance to the Assistant Accountant in processing Accounts Payables/ Accounts Receivables transactions.

Ensure that the Company's finances are maintained and balance sheet accounts are accurately reconciled.

Prepare bank reconciliations and update the fixed asset schedule by recording depreciation, disposals and purchases.

Perform any other related duties as assigned by the Accounts Supervisor or Accountant/Financial Controller.

Skills and Other Attributes Required:

Ability to maintain a high level of accuracy.

Excellent written and verbal communication skills.

Excellent time management skills, ability to work consistently within set deadlines, team player.

Intermediate level knowledge in Microsoft Word and Excel are also required.

Qualifications and Experience Required:

Tertiary College Education including an A' Level pass in Accounting with at least two (2) years' experience in a computerized Accounting environment or

An Associate's Degree in Business or related field with at least two (2) years' experience in an Accounting position.

Five CXC's including Mathematics, English and Principles of Accounts.

Working towards an Accounting Designation (ACCA, CPA, CGA)

Compensation:

We offer a competitive remuneration and benefit package which will be influenced by the successful candidate's qualification, experience and skill.

Please submit a comprehensive CV to vacancies@bluwatersslu.com by Friday 10th

June, 2022.

[\[View file #1427 online\]](#)



6. Accounts Receivables Clerk wanted at JE Bergasse and Company

Accounts Receivables Clerk wanted at JE Bergasse and Company

JE Bergasse and Company Limited is seeking an individual who is meticulous, organized, self-motivated and a driven team player to fill the role of Accounts Receivables Clerk. In this capacity, the individual will be required to provide accurate and timely recording and ensuring that the company receives payment for goods and services offered to clients.

Qualifications/Abilities:

Minimum qualifications - 8 CSEC passes with grades 1 or 2 (Accounts Mandatory)

Excellent written and verbal communication skills

Computer literate and proficient in Microsoft Suite

Excellent organizational skills and attentive to details

Ability to work independently

Excellent interpersonal skills and ability to interact professionally with customers.

Excellent time management and planning skills to anticipate the work needs

Principal Responsibilities:

Monitor customer accounts and initiate collection correspondence verbally and in writing.

Reconcile and file all proof of delivery for credit sales

Review sales orders with credit hold twice daily before scheduled delivery cut off times

Handle customer accounts queries and complaints; advise appropriate personnel on issues that require solutions.

Assist with co-ordination and supervision of the cashiering function for all branches.

Additional Requirements:

A clean Police Record

Fully Vaccinated for Covid-19

Remuneration:

Salary will be commensurate with qualifications and experience.

Method of application:

Applications can be hand delivered to the J.E. Bergasse Building on the Vide Bouteille Highway or emailed to hr@jebergasse.com from May 25 to June 3, 2022. All applications should be accompanied with certified copies of qualifications. Please note that only short-listed candidates will be acknowledged. Applications should be addressed to:

Human Resource Administrator

JE Bergasse and Company Limited

JEB Bldg., Vide Bouteille, P.O. Box 102,

Castries, LC04 101, Saint Lucia

[\[View file #1428 online\]](#)



J.E. BERGASSE & COMPANY LTD.

7. Administrative Assistant Vacancy at St. Lucia Employers Federation

Administrative Assistant Vacancy at St. Lucia Employers Federation

The St. Lucia Employers' Federation is seeking to recruit a suitably qualified and experienced person to fill the position of Administrative Assistant with the organization.

The Administrative Assistant will be responsible for providing support to the Operations Officer in the execution of the administrative functions at the Federation.

Duties and Responsibilities

The Administrative Assistant will be expected to:

Be responsible for answering the telephone and directing all calls.

Assist in the preparation of documents, including letters and other correspondence.

Prepare notices, workshop invitation and press releases

Assist the Operations officer in the planning and execution of all training activities including the preparation of training schedules, preparation of training materials and registration of participants.

Be responsible for ordering, purchasing and control of office supplies.

Assume responsibility for updating the Federation's website and other social media presence.

Assist in the preparation of invoices and other financial statements.

Perform the functions of the Operations Officer in his/her absence.

Any other related duties as may be directed by Executive Director

Qualifications, Skills, and Experience:

At least a Diploma in Business studies or Office Management

At least three years' experience in a similar position

Working knowledge of MS Office

Familiarity with Accounting software, preferably QuickBooks

Ability to navigate and manage social media platforms

Good interpersonal, and written and oral communication skills.

Applications with detailed C.V. should be addressed to;

Position of Administrative Assistant

The Executive Director

St. Lucia Employers' Federation

P. O. Box 260

Castries, LC 04, 101

Or emailed to: ed@slefslu.org

Deadline for receipt of Applications is Wednesday June 15th, 2022.

[\[View file #1429 online\]](#)



ST. LUCIA EMPLOYERS'
— FEDERATION —

8. Assistant Cook Vacancy at Dr. Freezers

Assistant Cook Vacancy at Dr. Freezers

Dr. Freezer's Ltd.

JOB OPPORTUNITIES

We are currently seeking professional and friendly employees to join our team. All employees have a responsibility to deliver outstanding service and excellence to all customers and fellow team members.

Assistant Cook

Key Responsibilities:

Ensure cook stations are always clean

Preparation of food items

Plating dishes

Prepare ingredients prior to meal preparation

Store & dispose of food properly

Ensure respective ingredients are always available

Qualification & Requirements:

Basic English

Excellent customer service skills

Ability to work independently

Ability to work under pressure

Experience as a cook is an asset

Valid Health Card is an asset

Genuine love for cooking

All interested persons are required to send their Cover Letter and Resume to career@hrclu.com no later than 31st May, 2022

Please ensure you include the position you are applying for as the subject line.

[\[View file #1430 online\]](#)



9. Bakery Workers wanted at Cafeteria in the North of the Island

Bakery Workers wanted at Cafeteria in the North of the Island

Cafeteria in the North of the Island seeking suitable candidates to join its team.

Pastry cook/Baker, Kitchen Assistant-Porter,

Pastry cook/ Baker

Working experience in baking & pastry making process, to assist with managing the café type cuisine independently & cost effectively in a fast-paced setting. Must be creative to produce various types of baked goods such as breads, desserts, cakes pastries, snacks and catering menu with local/ international twist. Strick adherence to health and safety standards of the operation, High school graduate or formal training in culinary arts

Candidates residing in the Gros Islet area or close proximity would be to an advantage.

Cafeteria Kitchen assistant:- Porter

The candidate must have a positive mindset. Must have strong stewarding skills. to provide general support to the kitchen team ensuring the cleanliness and health and safety standard of the kitchen, is maintained. Must be willing to learn and develop cooking skills. Must be capable of lifting and transferring heavy goods. High school education and must be trainable willing to learn and grow with the position

Commercial Laundry in the North

- Laundry Operations Manager
- Driver
- Laundry attendant- Ironer

Laundry service / Driver

Candidate have great interpersonal skill and must be trainable, to execute the required tasks of a commercial laundry and must be capable of transferring light to heavy goods, delivery and pick up of Linen. Persons with valid driver's license endorsed to operate light goods vehicle with at least 5 years driving experience for this position would be required .

Laundry service attendant - Ironing

Candidate must be capable of ironing professionally formal and casual wear to include wedding garments, and must be flexible to perform the required tasks in a commercial Laundry setting. Strong written/ verbal communication, customer service oriented or formal hospitality training. Flexible in working varied shifts, public holidays weekend ends.

Laundry operations Manager

The candidate must have strong leadership skills and a hands-on approach to effectively manage the day-to-day activities of a commercial laundry to meet the highest level of customer satisfaction. High school Diploma or formal hospitality training in related field

Proficient in Microsoft windows application, practical knowledge in quick books software with sales and marketing abilities. Must have the ability to operate all equipment's and its basic maintenance with General upkeep of working stations maintains sanitation and safety standards. Previous leadership experience in housekeeping/ laundry establishment preferred

Valid driver's license endorsed to operate light goods vehicle with at least 5 years driving experience.

Interested candidates can email applications and resume A.S.A.P to the address below:

laundrospk2@gmail.com

Deadline to submit all applications is June 11th 2022

Only suitable applicants will be acknowledged

[\[View file #1431 online\]](#)



10. Research Officer Vacancy at St. Lucia Employers Federation

Research Officer Vacancy at St. Lucia Employers Federation

The St. Lucia Employers' Federation is seeking to recruit a suitably qualified and experienced person to fill the position of Research Officer with the organization.

The Research Officer will be responsible for gathering, compiling analysis and management of information that would inform the work of the Federation.

This entails primary and secondary research on issues of importance to its members and which can quantify the contribution that the Federation's members make to economic development

Duties and Responsibilities

The Research Officer's duties will include:

Conduct desktop research, and using books, journals newspapers questionnaires, surveys, polls, and interviews to gather data.

Assist other team members in the design of data gathering instruments.

Play a lead role in the conduct of compensation/salary and other studies.

Gather information on members' needs.

Conduct research on the impact of government policy and legislation on employers and investors.

Assist the Executive Director in the preparation and submission of proposals to government on fiscal policy and other incentives that would benefit investors and employers.

Analyze how the local and international environment impact the labour market and other conditions under which employers operate.

Assist members in investigations which may require data gathering and analysis.

Any other related duties as may be directed by Executive Director

Qualifications, skills, and experience:

Bachelor's Degree in Economics, Statistics, or other relevant Social Science.

At least three years relevant work experience

Training in research methods

Ability to conduct research and produce relevant reports

Advanced knowledge in computer applications and MS office Suite

Applications with detailed C.V. should be addressed to;

The Executive Director

St. Lucia Employers' Federation

P. O. Box 260

Castries LC04 101

Or emailed to ed@slefslu.org

Deadline for receipt of Applications is Wednesday June 15th, 2022.

[\[View file #1432 online\]](#)



ST. LUCIA EMPLOYERS'
— FEDERATION —

11. Restaurant Staff Vacancy at Paradis Restaurant & Bar, Pierrot Vieux fort

Restaurant Staff Vacancy at Paradis Restaurant & Bar, Pierrot Vieux fort

Paradis Restaurant & Bar, Pierrot Vieux fort is hiring Restaurant Staff.

Employment opportunity for passionate and experienced hospitality professionals.

Email us at Paradis1758@gmail.com

[\[View file #1433 online\]](#)



12. Sunswept Resorts is Hiring! Deadline - June 30, 2022

Sunswept Resorts is Hiring! Deadline - June 30, 2022

Sunswept Resorts is Hiring! Deadline - June 30, 2022

[\[View file #1434 online\]](#)



NOW HIRING

Full-time & Seasonal Opportunities:

Financial Controller	Senior AC Tech (Refrigeration)
Senior Operations Leader (House)	Rooms Maintenance Technician
Health & Wellbeing Leader	Plant Technician
Food & Beverage Service Leader	Kitchen Technician
International Spa Trainer	Massage Therapist
Activities Leader	Pool & Beach Servers (must swim)
Concierge Leader	Room Attendant
Restaurant Leader	Skin Clinic Aesthetician
Assistant Bar Leader	Soft Adventure Coordinator
Junior Sous Chef	Watersports Instructor
Restaurant Supervisor	Digital Marketing Executive
Spa Supervisor	US Business Development Mgr (NE)
Stewarding Supervisor	Social Media & Digital Coordinator
Bellman	
BodyScience Ambassador	
Butler	
F&B Servers	
Fitness & Activities Coordinators	
Front Desk Agent	

Apply at: <https://sunswept.hrmsrecruit.io/jobs>



