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1. Bartender Wanted

Bartender Wanted

A reputable company within the hospitality industry in the North (central) is looking to employ a skilled Bartender. The successful candidate should be enthusiastic, helps uplift customers' dining and drinking experience, is patient, customer-oriented, and thrives in a challenging and fast-paced environment.

The Bartender's responsibilities include greeting and serving customers, providing detailed information on menus, multi-tasking various front-of-the-house duties, and collecting the bill. They should also be polite with our customers and ensure they are comfortable while enjoying their meals. You should be a team player and with the ability to communicate effectively with Kitchen Staff, making sure that orders are accurate and delivered promptly.

A minimum of two (2) years of experience is required for the positions mentioned above. Please email your application to vacancycove55@gmail.com. We thank all applicants for their interest; however, only suitable candidates will be contacted.

[\[View file #8433 online\]](#)



VacancyAd.com/lc
Saint Lucia

2. Waitress/ Waiter Wanted

Waitress/ Waiter Wanted

A minimum of two (2) years of experience is required for the positions mentioned above. Please email your application to vacancycove55@gmail.com. We thank all applicants for their interest; however, only suitable candidates will be contacted.

A reputable company within the hospitality industry searches for dynamic, detail-oriented individuals as Waitress/Waiter. The ideal candidate must be a fast-paced worker, self-motivated, good at following directions, and a team player. We are looking for individuals who will support us in providing Quality Service to our customers as we pride ourselves on providing our customers with a unique dining experience, fun for all ages! If you are passionate about delivering exceptional service to customers, be a part of our team!

Keep in mind that Waiter/Waitress duties may require working in shifts and/or occasionally during weekends and holidays. Ultimately, our Waiters/Waitresses must provide an excellent overall dining experience for our guests

[\[View file #8434 online\]](#)



VacancyAd.com/lc
Saint Lucia

3. Kitchen Porter Wanted

Kitchen Porter Wanted

We seek a skilled Kitchen Porter who is able to wash, clean and clear kitchen area. The individual will also be responsible for unloading and putting away deliveries, emptying bins, sweeping, mopping floors and ensuring that all equipment's are kept clean and put away correctly.

A minimum of two (2) years of experience is required for the positions mentioned above. Please email your application to vacancycove55@gmail.com. We thank all applicants for their interest; however, only suitable candidates will be contacted.

[\[View file #8435 online\]](#)



VacancyAd.com/lc
Saint Lucia

4. Aviation Crewman Vacancy - Download the PDF of the vacancy

Aviation Crewman Vacancy - Download the PDF of the vacancy

SOL EC LTD. is seeking a suitable candidate to fill the position of Aviation Crewman. For more information and to apply please visit <http://careers.solpetroleum.com/viewJob/162>

Pubvox.com Page: <https://pubvox.com/31066?i=8440>



5. ACCOUNTS SUPERVISOR Vacancy - ST. LUCIA

ACCOUNTS SUPERVISOR Vacancy - ST. LUCIA

Are you detail oriented? Do you have exceptional organizational skills and enjoy driving operational excellence?

Are you seeking to join a large retail organization and work in a dynamic and fast-paced environment?

If yes, then come build your career with Unicomer Group!

Unicomer is a dynamic and fast-paced retail organization spanning 24 countries, with over 1000 stores and 16,000 talented and engaged retail professionals across Latin America, the Caribbean and USA. Unicomer Group is the owner of established brands within the Caribbean, including, Courts, Optical, Ready Finance, Radio Shack and Lucky Dollar.

THE POSITION

We are recruiting an Accounts Supervisor with responsibility for St. Kitts or St. Lucia to maintain accurate and up-to-date financial records of the organization and to provide financial reporting and budgeting support to the Finance team.

You will have the following key accountabilities:

Assist with the preparation of Management Accounts as per assigned responsibilities

Generate period reports to track, control, reconcile or explain financial results within stipulated timelines

Prepare Sub-Ledger and balance sheet accounts reconciliations in a timely manner and as assigned

Prepare monthly VAT declaration and WHT computations and make payments on or before the specified dates

Provide assistance in the implementation of recommendations and procedures made by external and internal auditors and Regional Finance

Assist with the preparation of information required for internal and external audits including but not limited to consol packs, audit schedules, info for IRD audits and other ad hoc requests by the stipulated deadlines

Preparation of monthly intercompany statements, reconciliations and confirmation

Coordinates, monitors, accounts payables and all other payments to ensure timely payment

Efficient and effective supervision of accounting function and staff where assigned

THE CANDIDATE

Education and Experience:

Completion of CAT or partial completion of accounting designation

Over 3 years' experience working in an Accounts Department

Supervisory Experience

Experience in a retail environment

Knowledge of accounting, inventory and POS software packages

SPECIFIC KNOWLEDGE REQUIRED:

Computer literate with knowledge of Microsoft Office application

Excellent time Management Skills

Excellent Communication, organizational and Interpersonal skills

Knowledge of Tax and Labour Laws specific to payroll function

SPECIALISED TECHNIQUES/SKILLS:

Highly analytical

Highly organized and results-oriented

Excellent interpersonal and human relations skills

Excellent time management skills

Able to exercise initiative and use sound judgment

Ability to work under pressure and handle multiple tasks simultaneously

Customer service oriented and with a clear focus on quality service

Sound decision making skills

Passion for results and accountability

LOCATION

St. Lucia

WHY JOIN UNICOMER?

You will be a key contributor with the largest retailer in the OECS and you will work with a team of great people who use their talents every day to bring value home to our thousands of customers. We are Caribbean at heart, value diversity as well as the immense passion and flavor our people bring to the workplace. We are therefore keen on building and preserving our community and culture. We also offer a highly competitive

INTERESTED?

Please join us! Send your completed Application and CV to humanresource_sl@unicomer.com. The deadline for receiving applications is Friday, 22nd December 2022.

[\[View file #8441 online\]](#)



6. Branch Supervisor wanted at Excellent Stores

Branch Supervisor wanted at Excellent Stores

Excellent Stores are hiring a Branch Supervisor & Retail Manager

Deadline to Apply: December 20, 2022

[\[View file #8442 online\]](#)

The advertisement features a black header with the 'Excellent Stores' logo and the text 'WE'RE HIRING'. Below this, two images are shown side-by-side: on the left, a man and a woman in a retail setting, with the text 'Branch Supervisor' overlaid; on the right, a woman working at a desk with a laptop, with the text 'Retail Manager' overlaid. Below the images, a black bar contains the text: 'Do you have a passion for retail and customer service? Are you a great leader with strong communication and problem-solving skills?'. The main body of the ad is yellow and titled 'JOB REQUIREMENTS'. It is divided into two columns. The left column is for 'Branch Supervisor' and lists three bullet points: 'Minimum 2 years' experience supervising employees.', 'Experience in retail/sales is an asset.', and 'Ability to work in a dynamic and fast-paced environment and adapt to changing priorities.'. The right column is for 'Retail Manager' and lists three bullet points: 'Bachelor's Degree in Business Administration, Management, Accounting, Operations Management, or other related field.', 'Minimum of 3 years' experience in the field of Retail, Sales, Marketing, Customer Service, Warehousing, general business.', and 'Experience managing in an E-commerce environment.'. At the bottom, a black bar contains contact information: 'Forward resume to careers@excellentstoresgroup.com', 'See full job descriptions at myexcellentstores.com/slucareers', 'Subject: **Retail Manager/Branch Supervisor**', and a phone number: '+1 (758) 458-1010 (St.Lucia) or +1 (868) 225-1010 Ext.2126/2106 (Trinidad)'.

excellent stores WE'RE HIRING

Branch Supervisor

Retail Manager

Do you have a passion for retail and customer service?
Are you a great leader with strong communication and problem-solving skills?

JOB REQUIREMENTS

Branch Supervisor	Retail Manager
<ul style="list-style-type: none">• Minimum 2 years' experience supervising employees.• Experience in retail/sales is an asset.• Ability to work in a dynamic and fast-paced environment and adapt to changing priorities.• Further professional qualifications in Leadership or Supervisory Management is an asset.	<ul style="list-style-type: none">• Bachelor's Degree in Business Administration, Management, Accounting, Operations Management, or other related field.• Minimum of 3 years' experience in the field of Retail, Sales, Marketing, Customer Service, Warehousing, general business.• Experience managing in an E-commerce environment.

Forward resume to careers@excellentstoresgroup.com
See full job descriptions at myexcellentstores.com/slucareers
Subject: **Retail Manager/Branch Supervisor**
☎ +1 (758) 458-1010 (St.Lucia) or +1 (868) 225-1010 Ext.2126/2106 (Trinidad)

7. Chateau Mygo Vacancies - Chef - Cook - Bartender - Deadline December 20 2022

Chateau Mygo Vacancies - Chef - Cook - Bartender - Deadline December 20 2022

Chef, Cook , Bartender

Sent resume to info@chateaumygo.com

Call 1 758 724 6030

Deadline December 20, 2022

[\[View file #8443 online\]](#)



8. Financial and Administrative Assistant Wanted

Financial and Administrative Assistant Wanted

About the Company

Unite Caribbean is a Caribbean Development Cooperation consulting firm founded in 2017 committed to supporting the social, economic, and environmental development of the Caribbean. Established in Guadeloupe (Unite Caribbean SAS) and in St. Lucia (Unite Caribbean Ltd.), with projects offices in St. Martin/Sint Maarten, Haiti and the USA, Unite Caribbean offers consultancy services and project management to public organizations and private companies that need regional technical cooperation to solve complex Caribbean development issues.

Context:

Unite Caribbean is looking for a Financial and Administrative Assistant to join their team. The ideal candidate will be highly organized and detail-oriented, with excellent communication and interpersonal skills. He or she will be responsible for a variety of administrative tasks, including scheduling meetings, making travel arrangements, preparing and distributing meeting minutes and providing general administrative support to the team as needed. The successful candidate will be a team player with the ability to work independently and take initiative when needed.

Duties & Responsibilities

1. Finance and Accounting:

Assist the Finance Officer with managing, monitoring, and tracking the company budget

Responsible for the compilation of supplier invoices

Assist with the preparation of financial / funding reports when necessary

Ensure efficient payments and disbursements according to approved policies and procedures

Work with the project team to ensure budget compliance

Verify team travel expense reports

Provide support role in internal and external audits, including preparation of documents when necessary

Follow up on issues raised by the Finance Officer to ensure compliance and resolution

2. Administration:

Provides administrative support to ensure efficient operation of the office

Provide logistical support to the team, including making travel arrangements for field activities

Serve as the first point of contact for all contract and project inquiries

Schedule internal and external meetings, including preparing agendas, taking minutes, and ensuring follow-up on action items

Prepare and distribute correspondence, reports, presentations, and other materials as needed

Conduct research related to contract and project activities as needed

Follow up as required on requests for information and feedback from stakeholders, including where necessary follow-up on forms and survey dissemination.

Assist with report preparation including formatting and proofreading

Assist with special projects and other duties as assigned

Qualifications and Requirements:

Associate Degree in Business Management or related field

Minimum 3 years of experience in completing finance, administrative and operational tasks with a high degree of accuracy and efficiency

Good working knowledge of Microsoft Office and excellent Excel skills • Strong time management skills and multitasking ability

Excellent spoken and written English.

Must have a valid driver's license and access to a vehicle

Contract & Remuneration:

Full-time work contract

Monthly salary range based on experience

Annual performance bonus based on ability to meet targets and deadlines with high-quality work, and contributions to company success

Location: Unite Caribbean Office in Sans Souci, Castries

Contract start date: January 9, 2023

Applications should be submitted to jobs@unite-caribbean.com no later than December 21, 2022.

[\[View file #8444 online\]](#)



9. FOOD & BEVERAGE MANAGER Wanted at the SOCO House

FOOD & BEVERAGE MANAGER Wanted at the SOCO House

A boutique hotel company is seeking to recruit a qualified and experience talented individual to fill the position of FOOD & BEVERAGE MANAGER

Responsibilities:

The candidate will be responsible for the following:

Manage all Food & Beverage and day-to-day operation within budgeted guidelines and to the highest standards.

To monitor all operations, especially during the peak periods, working through the respective Head of Department to make adjustments where necessary.

Work closely with the Executive Chef to design exceptional menus, purchase goods and continuously making the necessary improvements.

Must be able to work closely with team members in a supportive and flexible manner, focusing on the overall success of the hotel and the satisfaction of the hotel guests.

To make sure the Food & Beverage employees work in a supportive and flexible manner with other departments in the spirit of "we work through team".

Must have excellent levels of external customer care.

Comply to all safety and health regulations in St. Lucia.

Must be able to identify the needs of customers and respond proactively to their various concerns.

Requirements and Skills:

Culinary school diploma or degree in food service management or related field.

Must have a proven Food and Beverage management experience;

Must have communication and leadership skills.

Must have working knowledge of various computer software programs (MS Word)

Must be ability to manage personnel and meet financial targets

Remuneration:

Salary will be in accordance with qualifications and experience.

Interested persons please submit your application and CV, along with two (2)

References to

Email: ccharles@soco.house no later than 11th December, 2022

Please note only suitable applicants will be acknowledged

[\[View file #8445 online\]](#)



10. Retail Manager wanted at Excellent Stores

Retail Manager wanted at Excellent Stores

Excellent Stores are hiring a Branch Supervisor & Retail Manager

Deadline to Apply: December 20, 2022

[\[View file #8446 online\]](#)

 **WE'RE HIRING**

 **Branch Supervisor**

 **Retail Manager**

Do you have a passion for retail and customer service?
Are you a great leader with strong communication and problem-solving skills?

JOB REQUIREMENTS

Branch Supervisor	Retail Manager
<ul style="list-style-type: none">• Minimum 2 years' experience supervising employees.• Experience in retail/sales is an asset.• Ability to work in a dynamic and fast-paced environment and adapt to changing priorities.• Further professional qualifications in Leadership or Supervisory Management is an asset.	<ul style="list-style-type: none">• Bachelor's Degree in Business Administration, Management, Accounting, Operations Management, or other related field.• Minimum of 3 years' experience in the field of Retail, Sales, Marketing, Customer Service, Warehousing, general business.• Experience managing in an E-commerce environment.

Forward resume to careers@excellentstoresgroup.com
See full job descriptions at myexcellentstores.com/slucareers
Subject: **Retail Manager/Branch Supervisor**
 +1 (758) 458-1010 (St.Lucia) or +1 (868) 225-1010 Ext.2126/2106 (Trinidad)

11. Van Sales Representative Wanted at Premium Distributor

Van Sales Representative Wanted at Premium Distributor

Van Sales Representative Wanted

Salary & Incentives will commensurate with experience and qualification
Send Applications to: info@premiumdistributor.com

The individual must be:

- A team player; excellent attitude with ability to work efficiently
- Reliable and honest person, able to work unsupervised and under pressure
- Able to work flexible and sometimes late hours Responsibilities
- Sell the company products to new and existing customers
- Develop and execute sales strategies
- Create and present effective sales proposals – negotiate and close sales
- Making sales calls, schedule and conduct customer appointments
- Ability to achieve sales targets Requirements
- Post secondary education
- At least 1 year working experience in a similar or related position
- Excellent verbal communication skills
- Computer literate
- 2 references

[\[View file #8447 online\]](#)



12. Maintenance Supervisor (Planning and Systems) Vacancy at bodyholiday

Maintenance Supervisor (Planning and Systems) Vacancy at bodyholiday

Deadline to December 28, 2022

To Apply, visit: <https://sunswept.hrmsrecruit.io/jobs>

[\[View file #8448 online\]](#)

Maintenance Supervisor (Planning & Systems)

We are seeking a talented and experienced **Maintenance Supervisor** to manage the planned & preventative maintenance needs using relevant systems and detailed reporting tools. The incumbent will be responsible for maintaining all aspects of the computerized maintenance management system (Mpulse), work orders, equipment, buildings, rooms, grounds, inventory and other records management.

This is a full-time role that requires an experienced candidate with qualifications in a technical field or trade related to maintenance, use of computer software: knowledge of Microsoft excel and database management; project management certification, knowledge and supervisory experience in a similar capacity preferred.

If you are interested in showcasing your talent for this role, please apply within at the link below:

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



bodyholiday
Saint Lucia

13. Bank Of Saint Lucia - Part-Time Course Facilitators

Bank Of Saint Lucia - Part-Time Course Facilitators

The Bank of Saint Lucia Limited seeks applications from Part-Time Course Facilitators who will be responsible for the delivery of learning instruction, assessment of learners, providing guidance, and performance of instructional, evaluation and administrative duties as well as upholding the standards of corporate learning.

ESSENTIAL DUTIES & RESPONSIBILITIES

Duties include but are not limited to:

Effectively delivering instruction online and in-person as required.

Providing overall academic and andragogical supervision for the delivery of the course.

Monitoring the teaching/learning process to ensure that students are given appropriate guidelines and providing support to assist students in their study of the course.

Managing the online classroom and facilitating interaction and discussion with the students assigned to the course.

Promoting and maintaining a positive learning environment by fostering a healthy, learner-centered, online teaching/learning experience.

Fulfilling administrative responsibilities related to facilitating the course.

Contributing to the improvement of curriculum and instruction.

Grading and providing feedback on activities and assignments.

Responding to individual students and/or group concerns and queries.

Working collaboratively with other stakeholders for effective delivery of the course.

QUALIFICATIONS/EXPERIENCE REQUIRED

Master's Degree or higher in the of instruction in Banking Law.

Teaching certification and/or experience in teaching adult learners (preferably tertiary level).

Prior experience in online facilitation will be an asset.

Minimum of two (2) years' experience in academic instruction in a tertiary level environment.

Minimum of five (5) years' experience in the field of instruction in Banking Law.

Working knowledge of banking regulations governing the ECCU and Saint Lucia.

BEHAVIOURAL ATTRIBUTES/SKILLS

Subject Matter Expertise - knowledge and understanding of the financial industry.

Excellent communication and interpersonal skills.

Mastery in the use of virtual visual aids.

Mastery in the use of Microsoft PowerPoint and other presentation software.

Excellent presentation skills andragogical mastery.

Assessment of student learning.

Application for the position of Part-Time Course Facilitator

Bank of Saint Lucia Limited

P.O. Box 1860, Castries, Saint Lucia

Email: boslrecruiting@bankofsaintlucia.com

PLEASE PROVIDE

CURRICULUM VITAE WITH REFERENCES BY: 10th January 2023

[\[View file #8604 online\]](#)



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Saint Lucia

