



Department Of Labor
Tuesday, October 12, 2010
U.S. Virgin Islands

Management

Job Title DEPUTY CFO/CONTROLLER
Order Number VI0014140
Pay \$85000 Annually
Experience 60-96 months
Education 16
JobSummary Provide strategic leadership for its global finance and accounting initiatives. Will lead the development and enhancement of field accounting and financial processes, facilitate exchange of financial information within the company, and conduct company-wide audits. Day to day activities include direct oversight of all aspects of the accounting function such as reconciling receivables, financial reporting and cash management. Will have a CPA and at least 5 years experience in a senior level finance or accounting position as well as extensive experience with federal procurement accounting as well as managing and developing a global accounting team. Full-time position. Bachelor's Degree, 5-8 years experience. Apply on the website: www.fintrac.com

Job Title PROJECT MANAGER
Order Number VI0014142
Pay \$60000 Annually
Experience 84 months
Education 16
JobSummary Seeking a dynamic, results-driven individual to supervise multi-year agricultural development programs that directly impact poverty and food security around the world. Duties include work plan development, budgeting, supervision of technical consultants, grants and subcontracts management, market analysis, impact monitoring and reporting, financial oversight, supervision of home office project staff and special projects as needed. Position is based at the company's headquarters in St. Thomas, USVI with some international travel required. Minimum 7+ years USAID project management experience including strong technical supervision, administrative and financial management skills. Superior Excel, writing and organizational skills are desirable. A Master's degree, Spanish and/or French language skills are all pluses, as is overseas field experience. Must be authorized to work in the United States and able to travel abroad. Must apply on-line @ www.fintrac.com.

Job Title MANAGER/ASSISTANT
Order Number VI0014153
Pay \$9 Hourly
Experience 25 months
Education 12
JobSummary Manage the operation of the theater in the following areas in compliance with company policies and procedures. Human Resources, safety management, security management, marketing and advertising, accounting/cash control and building maintenance. The Assistant Manager is expected to know how to do each and every job that needs to be done to run a theater as well as direct and supervise theater employees. Fax or Email resume' to gborges@caribbeancinemas.com.

Job Title	EXECUTIVE DIRECTOR
Order Number	VI0014158
Pay	\$30000 Annually
Experience	120 months
Education	18
JobSummary	Expected to develop and maintain effective social services to battered women and their children, as well as victims of violent crime. Master's Degree in Counseling, Psychology or Social Work; 10 years experience. Mon - Sun. Job is on St. John. Must mail Resume' Only.
Job Title	SYSTEMS MANAGER
Order Number	VI0014162
Pay	\$42000 Annually
Experience	36-60 months
Education	16
JobSummary	As a member of the property management staff, contributes advanced knowledge and skill in technology and general hospitality business knowledge to support the property and technology Information Resources objectives. Responsible to the property for all technology planning, decision-making,, implementation, and maintenance. May manage property systems technicians and interfaces with vendors, owners. Executive Committee and property staff. BA/BS or equivalent work experience; 3-5 years experience in like position. System-related professional certifications desired. Apply on line at www.careers.marriott.com.
Job Title	PROJECT MANAGEMENT PROFESSIONAL
Order Number	VI0014217
Pay	\$85000 Annually
Experience	84+ months
Education	16
JobSummary	Responsible for managing project management processes and initiatives including development and delivery of project management curriculum and training; facilitate the integration of Lean Six Sigma and PM methodologies through project completion. BA/BS in business or related technical, business or healthcare discipline; PMP certification; 7+ years professional experience in project management; MS Project; project planning tools; Strong strategic planning and analytical skills, excellent organization, verbal, written and presentation skills. Experience teaching PMI curriculum; knowledge of Lean Six Sigma methodology; management of multi-disciplinary project teams. PMP Certification. Salary depends on experience. Must send resume' to careers@icmcvi.com.
Job Title	MANAGER, STORE
Order Number	VI0014232
Pay	\$26000 Annually
Experience	24+ months
Education	13
JobSummary	Manage total store level operations, including staff hiring, training, evaluation and work schedules. Handle budget planning and tracking, accounting and payroll. Direct and supervise employees engaged in sales, coordinate inventory control, receiving merchandising and store maintenance. Managed all aspects of merchandising, window displays, and stocking, ensured excellence in customer service and resolved all problems at the store level and lost prevention. Some college and 2 years or more experience required. Full-Time position, 9:00am-5:30pm Monday-Saturday. Salary commission. Email resume' to kbarrios@thassap.com.

Job Title ACCOUNTING SUPERVISOR
Order Number VI0014271
Pay \$55000 Annually
Experience 36-60 months
Education 16
JobSummary **Knowledgeable of general accounting audited principles (GAAP), experience in MASS/SAP software, financial reporting, budget preparation and analysis, analysis of financial results, accounts reconciliations proficient in Microsoft office suite. Bachelor's degree, 3-6 years experience. Call for an appointment.**

Job Title USVI DISTRICT SALES MANAGER
Order Number VI0014300
Pay \$70000 Annually
Experience 60 months
Education 16
JobSummary **Manages contracts for accounts on USVI including rate quotation and customer service. Secure and negotiates rates on feeder vessels. Manages vessel scheduling/rotation for any and all feeder vessels to the VI and other ports as requested. Coordinates with connecting carriers including scheduling, troubleshooting, and accounts payables. Ensures the company is abreast of all pertinent information at a local level related to the business internally and externally. Interacts with customers to promote company services and increase business. Maintains account profiles in the ACT. Database for all assigned accounts (control and service) in the Sales Territory. Prepares Weekly Sales Call Activity Reports. Minimum of 5 years experience in Transportation, Management & Sales required. Must be able to comprehend, speak and write the English. Strong analytical and problem solving ability. Excellent computer skills with intermediate knowledge of Excel and MS Office applications. Bachelor's degree in Business or related. Applicants should email a cover letter with salary requirements and resume' to careers@seastarline.com. Please include the job title and requisition number USVI District Sales Manager (SSL-10-30) in the email subject line.**

Job Title ACCOUNT MANAGER, USVI/TORTOLA
Order Number VI0014302
Pay \$50000 Annually
Experience 24 months
Education 12
JobSummary **Function as the primary contact for customer transactions. Take the lead in managing all customer transactions including: rate quotes, booking, specialized equipment, tracing, coordinating equipment, dispatch functions, and problem resolution. Monitor transactional information for all assigned accounts; booking to delivery. Prepare and review reports for all assigned accounts (weekly), including daily booking trackers. Proactively contact customers who are below volume to target additional cargo. Determine customer needs, evaluate, and recommend services. Educate customers with regard to documentation and regulatory requirements. Act as role model within the organization; continually strive to exceed customer expectations in daily activities. Minimum 2 years experience in Transportation, Management & Sales required. Must be able to comprehend, speak and write English. Strong analytical and problem solving ability. Excellent computer skills with intermediate knowledge of Excel and MS Office applications. High School Diploma required. An Associates or Bachelors Degree preferred. Applicants should email a cover letter with salary requirements and resume' to careers@seastarline.com. Please include the job title and requisition number Account Manager, USVI/Tortola (SSL-10-31) in the email subject line.**

Job Title	ASST MANAGER, FRONT DESK
Order Number	VI0014324
Pay	\$36000 Annually
Experience	24 months
Education	13
JobSummary	Entry level management position that is responsible for leading and assisting with the successful completion of daily shift requirements. Front office areas include Bell/Door Staff, Switchboard and Guest Services/Front Desk. Strives to ensure guest and associate satisfaction and achieve the operating budget. Assists in completing financial and administrative responsibilities. Some College required. Flexible work hours and days. Apply on-line: careers.marriottvacationclub.com.
Job Title	DIRECTOR, SALES
Order Number	VI0014387
Pay	\$62000 Annually
Experience	24 months
Education	16
JobSummary	Responsible for implementing the segment sales strategy and achieving segment revenue goals, property revenue goals and guest and associate satisfaction. Leads and manages all day to day activities related to the sales function with a focus on building long term, value based customer relationships that enable achievement of hotel sales objectives. Achieves personal booking goals and makes recommendations on booking goals of direct reports. Bachelor's Degree Business Admin., Marketing, Hotel and Restaurant Management, or related major, 2 years experience in sales and marketing or related professional. Must apply on-line at careers.marriott.com.
Job Title	LOSS PREVENTION MANAGER
Order Number	VI0014396
Pay	\$37000 Annually
Experience	24 months
Education	13
JobSummary	Manages the daily functions of the department to ensure protection of property assets, associates, guests and property. Maintain logs, certification and documents required by law and Standard Operating Procedures. Train staff in established emergency procedures and implement accident and fire prevention procedures. Position focuses on ensuring guest and associate satisfaction while achieving the operating budget. Some College required. Flexible work hours and days. Position is Full-Time. Apply on-line: careers.marriottvacationclub.com.
Job Title	MAINTENANCE SUPERVISOR
Order Number	VI0014399
Pay	\$13.5 Hourly
Experience	12 months
Education	12
JobSummary	Assist management in hiring, training, scheduling, evaluating, counseling, disciplining, motivating, and coaching employees. Report maintenance problems, safety hazards, accidents or injuries, and complete safety training and certification. Ensure uniform and personal appearance is clean and professional. Welcome and acknowledge guest in accordance with company policies and standards. Work involves standing, sitting, or walking for an extended period of time. Employer is willing to train. Technical Trade or Vocational School; 2 years experience. Apply @ careers.marriott.com.

Job Title DIRECTOR OF ROOMS OPERATIONS
Order Number VI0014400
Pay \$60000 Annually
Experience 24 months
Education 16
JobSummary **Functions as the strategic business leader of the property's Rooms Operations. Area of responsibility include Front Office, Business Center, Recreation/Health Club and Housekeeping. Develop and implement departmental strategies and ensure implementation of the brand service strategy and brand initiatives. Apply on-line at careers.marriott.com**

Job Title ASSISTANT RESTAURANT MANAGER
Order Number VI0014401
Pay \$16640 Annually
Experience 06-12 months
Education 13
JobSummary **To supervise 16-20 employees and report directly to Restaurant Manager. Supervise all aspects of the restaurant, in the absence of and with the restaurant manager; from breakfast through dinner including lunch at our beach cafe'. Job demands a strong-minded individual able to work long hours with a love for food/beverage and people. Must be knowledgeable in food/beverage, inventory analysis, food costing, purchasing, menu development, food preparation and line cooking. Salaried position; MUST LIVE ON PROPERTY, receive all meals. Some college, 6 Months - 1 year experience. Work schedule varies. Must email resume' to Restaurant@maho.org. Job is on St. John.**

Job Title MERCHANDISE MANAGER
Order Number VI0014424
Pay \$40000 Annually
Experience 12 months
Education 13
JobSummary **Ensures that merchandising standards for all merchandise in the store are met and maintained and all new items get onto the floor on a timely manner. Ensures proper handling of products to avoid shrinkage and proper merchandise stock, pricing & code dates are properly communicated with the Buyers. Opening and closing procedures are strictly complied with and met maximum efficiency and conduct meetings with employees and ensures regular floor walk with than, motivates staff to peak efficiency and productivity and at the same time maintains a harmonious and pleasant working atmosphere. Reviews zero reports dales, sales ranking, low stock, overstock, top 50/100 and containers to be unloaded.**

Job Title NIGHT MERCHANDISE MANAGER
Order Number VI0014431
Pay \$40000 Annually
Experience 60 months
Education 16
JobSummary **Ensures that merchandising standards for all merchandise in the store are met and maintained and all new items get onto the floor on a timely manner. Ensures proper handling of products to avoid shrinkage and proper merchandise stock, pricing & code dates are properly communicated with the Buyers. Opening and closing procedures are strictly complied with and met maximum efficiency and conduct meetings with employees and ensures regular floor walk with than, motivates staff to peak efficiency and productivity and at the same time maintains a harmonious and pleasant working atmosphere. Reviews zero reports dales, sales ranking, low stock, overstock, top 50/100 and containers to be unloaded. Must have training in retail Warehouse Management with a Bachelor's Degree. Work Days are flexible. Position is Full-Time. Email resume to toneal@pricesmart.com**

Job Title	DIRECTOR OF ACCOUNTING
Order Number	VI0014438
Pay	\$150000 Annually
Experience	60-96 months
Education	16
JobSummary	Develop and implement accounting policies, procedures and internal controls. Manage daily accounting process. Prepare monthly, quarterly and annual financial statements. Assist in preparation of budgets and forecasts. Coordinate annual financial audit. Must possess demonstrated ability to work collaboratively with others in a fast-paced working environment, as well as, independently and highly self-motivated. Bachelor's Degree, CPA preferred, 5-8 years. Salary commensurate with experience. Must email resumes to: humanresources@glacialenergy.vi.
Job Title	SOFTWARE ENGINEER DIRECTOR
Order Number	VI0014439
Pay	\$125000 Annually
Experience	60-120 months
Education	16
JobSummary	Expanding the capabilities of the CIS and Billing system; developing new customer-facing websites and improving the overall efficiency of our operations by managing/creating a variety of tools, applications, and reports for our end users. Must be an expert in PHP and/or MySQL and experience with PERL is a plus. Experience in an energy related field would be highly desirable. Bachelor's Degree, 5-10 years experience, full-time position. Applicants should send their resume to keith.lockwood@glacialenery.vi.
Job Title	APPLICATION SUPPORT MANAGER
Order Number	VI0014440
Pay	\$100000 Annually
Experience	months
Education	16
JobSummary	Responsible for CIS and Billing system and improving the overall efficiency of our operations by managing/creating a variety of tools, applications, and reports for our end users. Must be an expert in PHP and/or MySQL and experience with PERL is a plus. Experience in an energy related field would be highly desirable. Excellent communication skills and business acumen are also to the role. Bachelor's Degree full-time position. Applicants should send their resume to thomas.frederickson@glacialenery.vi.
Job Title	BUSINESS RELATIONSHIP MANAGER
Order Number	VI0014452
Pay	\$60000 Annually
Experience	60-96 months
Education	16
JobSummary	Responsible for developing and strengthening business relationships with current and prospective clients. Responsible for providing commercial banking services. Responsible for executing corporate banking activities including large and complex transactions either for the extension of credit or from advisory standpoint. Advice clients regarding cash management, investments, related transactions. Providing advice regarding the structuring of department including, project finance, and cash flow lending. Bachelor's Degree, preferably in Finance/Accounting. Minimum 5-8 years experience in corporate banking services and 3-5 years experience in a supervisory. Computer literate in MS Office and Word, Excel. Must be available to work non-traditional hours including weekends and holidays. Must apply on-line: www.firstbankvi.com.

Job Title	ENGINEERING SUPERVISOR
Order Number	VI0014458
Pay	\$13.91 Hourly
Experience	60-84 months
Education	12
JobSummary	Responsible for repair and service of mechanical and refrigeration equipment. Assist the chief and assistant chief engineers with the supervision of the engineering department. Bachelor's Degree, 5-7 years experience. Job is on St. John. Must apply on-line @ www.westin.jobs.
Job Title	LOGISTICS SPECIALIST
Order Number	VI0014465
Pay	\$16 Hourly
Experience	36 months
Education	13
JobSummary	Experience in managing staff, equipment, and other assets; also in providing support for multi-site operation. Able to work under pressure in fast-paced environment and 3 years facility management experience required. Temporary for 30-45 days, full-time position, no benefits. Will pay 1 1/2 time for all hours over 8 worked in a day or over 40 hours worked in a week. Human Resource Specialist will be onsite next week for interviewing process. Must email resume' to FEMA-NY-LocalHire-Jobs@dhs.gov.
Job Title	RESTAURANT MANAGER
Order Number	VI0014498
Pay	\$40000 Annually
Experience	36-60 months
Education	14
JobSummary	Receive and greet guest and handle all guest comments. Assign servers to station, check table set-ups for service. Ensure cleanliness of the service and preparation areas as well as maintenance of equipment and supervise inventory stock. Arrange all work schedules, days off and vacation handle payroll, pr-shift briefings, employee communication and make sure employees are proper uniform. Must be dependable, reliable, flexible to work and exemplary social and business etiquette. Associate's Degree with 3 to 5 years ultra luxury dining experience in Food & Beverage. Valid driver's license and health card required. Reference check and drug/alcohol screening along with a clean police report required. Job start date 10/22/10. Job is on St. John.
Job Title	HOUSEKEEPING SUPERVISOR
Order Number	VI0014500
Pay	\$12 Hourly
Experience	36-60 months
Education	12
JobSummary	Supervise routine daily cleaning and servicing of guest rooms and operations areas. Inspects rooms and surrounding areas daily and submits inspection reports daily. Calls in any necessary repairs and submits work orders as needed. Works closely with Assistant Executive Housekeeper to maintain progress of guest rooms for availability. Communicates periodically with office clerk on room status. Makes suggestions/recommendations on the hiring and/or behavioral corrective actions. Works with Train and retrain housekeepers under supervision. Inspect late check-out rooms. Respond to guest complaints in person when necessary. Prepare weekly schedules for night maids. Evaluate staffing assignments and procedures and determines any necessary and/or changes of the department. Must possess excellent interpersonal interaction and leadership skills. Pleasant personality. Reference/Security Check, Drug/Alcohol Screening and Clean Police Report required. Job start date 10/23/10. Job is on St. John.

Job Title DIRECTOR OF ADULT RESIDENTIAL & OUTREACH SERVICES
Order Number VI0014509
Pay \$35000 Annually
Experience 60 months
Education 16
JobSummary Will work in a group home for adults with physical developmental disabilities and supervise staff on St. Thomas. Conversant in budget processes and proven leadership and strategic planning skills. Excellent written and verbal communication/presentation skills, management, interpersonal, organizational and decision making work independently and in consultation with others with minimal direct supervision. Bachelors Degree and/or Master's Degree in residential management with five years experience in working with individuals with developmental disabilities. Able to work day, evening and weekend hours. Must have a Valid VI Drivers License. Salary \$35,000.00-\$45,000.00 DOE. Deadline: October 18, 2010.

Job Title CASE MANAGER
Order Number VI0014510
Pay \$13.25 Hourly
Experience 24+ months
Education 14
JobSummary Undergraduate degree in Social Work, Counseling. Associate's Degree preferred. Two (2) or more years with children and/or adolescents. Must possess a valid V.I. Driver's License and Health Card. Please fax resume.

Job Title FRONT OFFICE MANAGER
Order Number VI0014520
Pay \$40000 Annually
Experience 24-60 months
Education 13
JobSummary Must possess and demonstrate an ebullient disposition to enjoy meeting and interacting with people of diverse cultures. Must possess a vast knowledge of the history, people, culture, and recreational activities. 3 to 5 years front office management experience in a 4 star 4 diamond resort. Valid driver's license and health card required. Reference check and drug/alcohol screening along with a clean police report required. Job start date 10/23/10. Job is on St. John.

Job Title GARDE MANAGER SOUS CHEF, SEASONAL
Order Number VI0014521
Pay \$14 Hourly
Experience 36-60 months
Education 13
JobSummary Entails all cold food preparation for breakfast, lunch, and dinner in each of four restaurants, banquets, room service, special events. Organization of product ordering, menu implementation, product utilization, consistent food quality and presentation, supervision, training, coaching, counseling, team building, and leadership of team of twelve employees. 3 to 5 years skill and experience in ice carving, classical Grade manger work, chreuteric, showpieces, and food presentation. and supervisory skills and experience in a leadership. Good interpersonal interaction, verbal, and written communication skills. Valid V.I. driver's license, valid health card. Job start date 11/15/10 end 5/31/11. Job is on St. John.

Business and Financial Operations

Job Title PROJECT SPECIALIST
Order Number VI0014141
Pay \$35000 Annually
Experience 12-36 months
Education 16
JobSummary **To support multi-year agricultural development programs that directly impact poverty and food security around the world. Duties include project administration, recruitment and fielding of technical consultants, market research, grants and subcontracts administration, impact monitoring, financial oversight, reporting and other special projects as needed. Position is based at the company's headquarters in St. Thomas, USVI, and includes international travel opportunities. Will possess superior Excel, writing, editing, analytical and organizational skills and 1-3 years of USAID project management experience. Spanish or French fluency and overseas field experience are preferred. A Bachelor's degree is required. Must be eligible to work in the United States and be able to travel abroad. Must apply on-line @ www.fintrac.com.**

Job Title INTERNAL AUDITOR
Order Number VI0014146
Pay \$70000 Annually
Experience 60 months
Education 16
JobSummary **Offers leadership to clients on assigned projects and oversees accounting transparency and internal operations. Responsible for the timely planning, organization, and execution of financial, operational and compliance audits. Apply accounting principles to determine the accuracy of financial reports; identify and correct errors, and compute accruals ensuring conformance with established standards, applicable statutes, laws and best practices. Bachelor's degree in Auditing, Finance, Business; preferred CPA/CIA/MBA; 5 years Auditing experience with advanced accounting skills; 3 years of investment or financial accounting/auditing experience. Full-time position. Salary depends on experience. Must email resumes to: careers@icm cvi.com.**

Job Title INTERNAL AUDITOR/COMPLIANCE/MEDICAL CODING
Order Number VI0014147
Pay \$70000 Annually
Experience 36 + months
Education 16
JobSummary **Primarily responsible for conducting audits of medical and corporate records as well as billing statements to verify patient charges, ensure proper documentation and identify compliance issues. Develop detailed audit plans and programs with regard to policy and procedures based on knowledge of applicable laws, rules, best practices, and regulations. Must possess adequate knowledge of legal documents and Medicare billing requirements, and the knowledge, skills and ability to interact with hospital insurance representatives to justify charges and minimize losses. Prior experience evaluating financial internal controls and designing internal control systems to ensure safeguarding of company assets is required. Additional responsibilities include planning and executing audits as assigned by the Director of Internal Audit. Bachelor's Degree and 3+ years of billing practice audits; Preferred RN, RHIT, CCS and or CCS-P. Must email resumes to: careers@icm cvi.com.**

Job Title ASST COMPLIANCE OFFICER
Order Number VI0014166
Pay \$30000 Annually
Experience 24 months
Education 16
JobSummary **General knowledge of broker/dealer compliance and industry regulations, as well as Series 7 and 14. s a Bachelors Degree and a minimum 2 experience; financial background a must. Mon - Fri. Salary commensurate with experience. Must email resume' and cover letter to info@whitebaygroup.com.**

Job Title SENIOR ACCOUNTANT
Order Number VI0014214
Pay \$60000 Annually
Experience 36-60 months
Education 16
JobSummary **Responsible for all areas relating to financial reporting. Will be responsible for maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements. Will be required to assist with the supervision of one Accounts Payable Clerk and working closely with fellow Senior Accounts to ensure work is properly allocated and completed in a timely and accurate manner. Strong written and verbal interpersonal communication skills required. CPA or CPA candidate preferred. BA/BS in Business with an emphasis in Accountant or Finance, 3-5 years experience in the financial reporting/general ledger area. Must send resume' to careers@icmvi.com.**

Job Title MARKETING & BUS. SERVICES ANALYST
Order Number VI0014216
Pay \$30000 Annually
Experience 48+ months
Education 16
JobSummary **Support the Marketing & Business Services team in all areas of service provided to internal and external clients. Areas of business service include: Marketing, Public Relations, Travel Services, Event Planning, and Community Initiative. College graduate; 4+ years experience in travel industry; Airline contract market share management; ARC reconciliation; knowledge of GDS systems; Sabre, Travelport, Amadeus; Basic knowledge of MS Excel; Excellent project management, writing & communications skills. Salary depends on experience. Must email resume' to careers@icmvi.com.**

Job Title PROJECT ACCOUNTANT
Order Number VI0014299
Pay \$40000 Annually
Experience 36-60 months
Education 16
JobSummary **Processing weekly field office submissions for multiple international projects; prepare client invoices, payroll processing, liaise with and provide training to field accounting personnel in corporate accounting/procurement procedures, benefits plans tracking and auditing. Experience working with different accounting functions, (e.g. A/R, A/P, and bank reconciliations) across multiple offices in numerous geographic locations. Excellent communication and customer service skills, Excel ability and authorization to work in the US are required. Experience working with Peachtree, auditing, and federal procurement is preferred. Keywords: Accounting; International. Bachelor's Degree, 3-5 years experience, Mon - Fri, 8:00 am.-5:00 pm. Must apply on-line at www.fintrac.com.**

Job Title	MARKET RESEARCH ANALYST
Order Number	VI0014321
Pay	\$52894 Annually
Experience	36 months
Education	11
JobSummary	Research & analyze market conditions in retail jewelry industry & develop strategies/marketing programs to increase client base & sales. Review & analyze market forecast & estimates to determine cyclical market trends & establish & formulate recommendations for all business & expansion marketing strategies including all existing products & new products recommendations. Liaise with various businesses & customers to determine product requirements. Conduct business and statistical analyses of products to indentify growth areas and competitors' strength and position in certain segments. Full-time position. Must Mail Resume'.
Job Title	STAFF ACCOUNTANT
Order Number	VI0014340
Pay	\$35000 Annually
Experience	36 months
Education	14
JobSummary	Oversees and verifies the accuracy of accounts payables and receivable. Monitors delinquencies and resolves disputes for customer and client accounts. Coordinates and monitors general ledger activity & confirms accuracy of account balances, including income and expense accounts, fixed assets and various balance sheet accounts. Performs account analysis and reconciliations including verification of daily cash balances, petty cash management & deposit & check disbursement activity. Support personnel functions to include purchase order preparation, invoice and time sheet coding and company vehicle and property maintenance monitoring and scheduling. Associate's Degree in Accounting or related field, at least 3 years accounting experience, ability to work in team environment, strong collections and customer expertise, excellent oral and written communication skills required. Resumes can be sent to jchesterfield@wico-ltd.com or hand delivered. An application needs to be filled out and they can be picked up at West Indian Company Limited front desk.
Job Title	FINANCIAL CONTROLLER
Order Number	VI0014378
Pay	\$65000 Annually
Experience	60 months
Education	16
JobSummary	Oversee the company's Finance function on a day to day basis. Manage payroll reporting and processing, benefits system, workers compensation, unemployment insurance and liability policies. Work with financial institutions in connection with the company's credit card program. Prepare monthly sales and commission reports on generic sales and designer lines sales. Manage bills and statements, including auditing, reconciling and processing for payment. Manage Accounts Receivable & Accounts Payable administer internal audits. Oversee inventory and merchandise controls; ensure compliance with federal and USVI tax requirements, licensure regulations and employment law. Contribute to the company's Risk Management function, e.g. evaluate financial risks analyze risk management projects and provide advice on improving business processes and on business continuity planning and supervise Cashiers. Must have Bachelor's Degree in Accounting Finance or equivalent; five(5) years of experience as a Financial Controller or a comparable position in public accounting or auditing; specific skills proven ability to conduct audits analyze financial risks and internal controls and consult on business process reengineering project potential for growth; strong leadership, business writing, presentation and interpersonal skills. Work Days are Monday-Friday from 8:00am-5:00pm Full-Time. Resume' must be mailed. Position is at Jewelry Exchange, Ltd.

Job Title	CHIEF FINANCIAL OFFICER
Order Number	VI0014395
Pay	\$80000 Annually
Experience	60 months
Education	16
JobSummary	Oversee business office, annual budget, personnel services for employees and physical plant program. Manage, with Director of Admission, the school's financial aid program. Work with colleagues in senior management team to achieve school's strategic priorities. Bachelor's degree, 5 years experience.
Job Title	SENIOR ASST. CONTROLLER
Order Number	VI0014398
Pay	\$55000 Annually
Experience	months
Education	16
JobSummary	Manages the day-to-day operation of the accounting office and assists the hotel director in providing financial leadership to the business. Primary responsibilities include financial analysts and financial reporting, budgeting/forecasting, audit and control, asset and liability reconciliation, working capital and cash control. Assists with capital expenditure plans (Return On Investment Analysis), owner relations and owner reporting. Bachelor's Degree Finance or Accounting. Apply on-line at careers.marriott.com.
Job Title	ACCOUNTANT I
Order Number	VI0014443
Pay	\$19.48 Hourly
Experience	60 months
Education	13
JobSummary	Responsible for keeping and maintaining financial/accounting records and statements. Research invoices and accounting discrepancies and make any necessary corrections; prepare invoices/statement, bank deposits. Manage the credit card machine and balance all activities processed through the machine for payment and postage machine to include adding funds, updates, compliance, supplies, reports, maintenance, etc. Review and print check distribution request; process liabilities for payment; collect and reconcile cash from fundraising events; reconcile accounts receivable to include subsidiary ledger, collection or revenues, bank statements and petty cash; manager outside auditors internal and external statement preparation; keep records of voided checks and invoices; prepare expense reports in an accurate and timely manner and in accordance with departmental procedures and complete special projects as assigned. Associate's Degree in accounting or equivalent from two years college with two years accounting experience; or 5 years of related accounting with 12 accounting credit hours. Computer literate in Microsoft Office and good working knowledge of Excel; excellent written, oral, and interpersonal communication skills; and good time management skills. Must submit a cover letter, resume and three (3) professional letters of recommendation by October 12, 2010.
Job Title	OPERATIONS SPECIALIST
Order Number	VI0014467
Pay	\$20 Hourly
Experience	36+ months
Education	16
JobSummary	Knowledge of federal, state, and local government organizations, policies and procedures and the established relationships between federal, state, and local governments involving disaster assistance. Proven 3 plus years of coordination and planning skills in emergency environments and trained in the Incident Command System (ICS). Temporary for 30-45 days, full-time position, no benefits. Will pay 1 1/2 time for all hours over 8 worked in a day or over 40 hours worked in a week. Human Resource Specialist will be onsite next week for interviewing process. Must email resume' to FEMA-NY-LocalHire-Jobs@dhs.gov.

Computer & Mathematical

Job Title PROGRAMMER
Order Number VI0014423
Pay \$50000 Annually
Experience 24 months
Education 16
JobSummary **Duties: C#, C++.net, SQL. Background in database, web-based application programs for financial services. Bachelors Degree and a minimum 2 experience; financial background a must. Mon - Fri, 8:30 am. - 5 pm.. Salary commensurate with experience. Must email resume' and cover letter to info@whitebaygroup.com.**

Job Title COMPUTER SPECIALIST
Order Number VI0014469
Pay \$20 Hourly
Experience 24 months
Education 16
JobSummary **Proficient in Windows 2000, XP, and NT experienced in installing/troubleshooting applications, DSL/Cable modems, and CAT 5 cable; printer installation, management, maintenance, and troubleshooting; virtual private Network (VPN) support; and server management and maintenance. Must also be capable of providing assistance and instruction to end users. 2 years required. Temporary for 30-45 days, full-time position, no benefits. Will pay 1 1/2 time for all hours over 8 worked in a day or over 40 hours worked in a week. Human Resource Specialist will be onsite next week for interviewing process. Must email resume' to FEMA-NY-LocalHire-Jobs@dhs.gov.**

Architecture and Engineering

Job Title CHIEF ENGINEER
Order Number VI0014430
Pay \$60000 Annually
Experience 48 months
Education 12
JobSummary **Manages all engineering/maintenance operation, including maintaining the building, grounds and physical plant with particular attention towards safety, security and asset protection. Accountable for managing the budget, capital expenditure projects, preventative maintenance and energy conservation. Responsible for maintaining regularly requirements. Leads the emergency response team for all facility issues. High School Diploma or GED, 4 years experience in the engineering and maintenance or related area or Associate's Degree; technical training in HVAC-R/Electrical/Plumbing. Apply on line @ careers.marriott.com**

Job Title ENGINEER
Order Number VI0014457
Pay \$15.78 Hourly
Experience 12-36 months
Education 12
JobSummary **Responsible for daily maintenance of hotel. General building maintenance experience. Knowledge of painting, texture work, pressure cleaning etc. High School Diploma and 1-3 years experience required. Full-time position. Must apply on-line at www.westin.jobs. Job is on St. John.**

Job Title PROJECT SPECIALIST
Order Number VI0014464
Pay \$30 Hourly
Experience 36+ months
Education 14
JobSummary Experience in public works, construction, and/or engineering and architecture. Construction Estimator with 3+ years public works experience, Road, Bridges & Highways, 5 years. License Civil Engineer a plus. Must have valid V.I. Driver's License. Temporary for 30-45 days, full-time position, no benefits. Will pay 1 1/2 time for all hours over 8 worked in a day or over 40 hours worked in a week. Human Resource Specialist will be onsite next week for interviewing process. Must email resume' to FEMA-NY-LocalHire-Jobs@dhs.gov.

Job Title ENGINEER III
Order Number VI0014490
Pay \$20 Hourly
Experience 60 months
Education 12
JobSummary Respond and attend to guest repair requests. Communicate with guests/customers to resolve maintenance issues. Perform preventative maintenance on tools and equipment, including cleaning and lubrication. Visually inspect tools, equipment, or machines. Follow all company and safety and security policies and procedures. Report any maintenance problems, safety hazards, accidents, or injuries. Complete safety training and certifications. High School Diploma with previous experience preferred. Move, lift, carry, push, pull objects weighing less than or equal to 50 pounds with assistance. Perform other reasonable job duties as requested by Supervisor. Able to work a flexible shift. Must apply on-line at careers.ritzcarlton.com.

Community and Social Services

Job Title PROGRAM & SERVICES ASSOC
Order Number VI0014193
Pay \$24000 Annually
Experience 24 months
Education 14
JobSummary Will provide uniform and efficient delivery of American Red Cross Disaster Relief Services, Health and Safety Services, Armed Forces Emergency Services and International Social Services. With a volunteer cadre, implements the system for delivery of Red Cross courses in the community and workplace including course scheduling, instructor scheduling and supervision, materials handling and ordering. Depending on disaster time. Email resume' to alvarezh@usvi-redcross.org.

Arts, Design, Entertainment, Sports and Media

Job Title SAFETY DIVER
Order Number VI0014183
Pay \$8 Hourly
Experience 12 months
Education 12
JobSummary Must be knowledgeable about underwater conditions, cautions, animals, and procedures that exemplify the highest standards of safety. Must follow all procedures to assist the guests down the 10 foot ladder, wait for their queuing up and lead them comfortably and safely along the trail. Must accompany the group in scuba gear with safety equipment ready. Responsible for assisting visitors down and up a ladder, as well as, keeping an eye on them throughout the tour. Assist with putting on helmets that weighs 75 pounds on land and 15 pounds in the water. Will also be responsible for monitoring the air systems and ensuring that the air hoses are always clear. Rescue Diver/CPR & First Aid Certificate required. Interested applicants must fill application and bring to office along with resume'. See CSR for application. This position is located at Coral World.

Job Title	INSTRUCTIONAL DESIGNER
Order Number	VI0014213
Pay	\$60000 Annually
Experience	60-120 months
Education	18
JobSummary	Provides ICMC's corporate university team with a complex range of instructional design and technological development activities and is required to have thorough knowledge and understanding of the principles of adult and student learning. Primary responsibilities include: conducting needs assessments, designing curriculum based on standards aligned with corporate business goals. Integrate multiple delivery methods in the learning process. This position requires solid technical skills in instructional design that meet the requirements of the adult learner in both classroom and distance learning settings. Verifiable knowledge and experience with e-learning authoring tools, online survey tools, HTML and Java Scripting as well as MS Office (Word, Excel, PowerPoint, Outlook) is required. Masters degree in Instructional Design/Educational Technology; 5-10 years experience in instructional design with a healthcare corporate university. Salary depends on experience. Must email resumes to: careers@icmvi.com.
Job Title	GRAPHIC DESIGNER
Order Number	VI0014391
Pay	\$8 Hourly
Experience	06 months
Education	12
JobSummary	Using computer to create designs, determine size and arrangement, using software. Knowledge of Laser Printer, wide format printers, and web page designing. Must be able to use PhotoShop, be a critical thinker, oral comprehension, and able to think creatively. High School Diploma, 6 months experience, employer is willing to do some training. Must email resume' to soulcreationslb@yahoo.com. Job is at Soul Creations.
Job Title	WRITER
Order Number	VI0014466
Pay	\$19 Hourly
Experience	18 months
Education	16
JobSummary	Proficient in writing and content editing of materials such as reports, newsletters, news releases and pamphlets. BA in Journalism, Media Affairs or other related course of study. Desktop publishing experience required; 18 months experience. Temporary for 30-45 days, full-time position, no benefits. Will pay 1 1/2 time for all hours over 8 worked in a day or over 40 hours worked in a week. Human Resource Specialist will be onsite next week for interviewing process. Must email resume' to FEMA-NY-LocalHire-Jobs@dhs.gov.
Job Title	WATERSPORTS ATTENDANT
Order Number	VI0014505
Pay	\$9.5 Hourly
Experience	12 months
Education	13
JobSummary	Assist guests with water sports equipment, beach toys, and beach activities. Respond to guest requests and service issues while enjoying the beach. Keep the beaches clean and presentable. Straighten the beach chairs. Assist guests with sunfish, kayak, windsurfing, and snorkel equipment. Keep guests informed about water safety, such as tides, currents, sea life, corals, etc. Provide guest with professional assistance if necessary. Must possess an outgoing, enthusiastic, and pleasant personality and enjoy meeting and interacting with a diverse group of individuals. Water safety skills and training necessary. Coast Guard Lifesaving, CPR, 1st Aid. Previous 5 Diamond Hospitality. Hours 6:00am -6:30 pm. Flexible shifts. Reference check and drug/alcohol screening required. Job is on St. John.

Job Title	KID'S CLUB COUNSELOR, SEASONAL
Order Number	VI0014518
Pay	\$9.5 Hourly
Experience	12-60 months
Education	12
JobSummary	Correspond with perspective and incoming guests via fax, e-mail and telephone. Monitor arrivals and departures of Kid's Club Families. Supervise and play with children. Organize appropriate arrival packages and sand toys for club guests. Retrieve sand toys from various areas on property and clean and prepare for another day. Must possess childcare skills and experience. Excellent written and verbal communications skills. Computer literate. Exemplary social and business etiquette. Must be punctual, dependable and reliable. Valid V.I. driver's license and health card required. Reference check, drug/alcohol test and clean police record. Job start date 11/19/10 end 6/30/11. Job is on St. John.

Healthcare

Job Title	EXECUTIVE DIRECTOR, CLINICAL EXCELLENCE
Order Number	VI0014212
Pay	\$90000 Annually
Experience	120+ months
Education	18
JobSummary	Direct the learning and education strategic plan in support of a healthcare client's corporate university's goals and objectives. Responsibilities include developing and managing clinical curriculum and programs in support of stakeholder development, clinical competencies and clinical information systems. Set direction for enterprise-wide educational initiatives for all clinical areas. Provide direction to the Clinical Learning and Developmental Manager and core corporate university team, and capture, maintain, and transfer knowledge across multiple sites within our client's enterprise. PhD or Master's Degree in a Healthcare discipline, Adult education or related field; RN, BSN, MSN, or MD; 10+ years clinical experience in staff and/or patient education. Demonstrated success in operational leadership. Full-time position. Email resume' to: careers@icmeci.com.

Protective Services

Job Title	LOSS PREVENTION ASSOCIATE
Order Number	VI0014150
Pay	\$8 Hourly
Experience	60 months
Education	13
JobSummary	Prevent theft, protect assets or look for any suspicious activities from associates or customers in a professional manner. Experience in Law Enforcement or Security Guard can apply. Part-time available, days & hours flexible, 5 years experience. Must apply on-line. Salary starting at \$9.00 per hour.

Job Title	SECURITY OFFICER
Order Number	VI0014503
Pay	\$9.5 Hourly
Experience	12-60 months
Education	12
JobSummary	Screen guests, visitors, employees entering property. Perform baggage/parcel checks ensuring that only authorized hotel property or packages leave the resort via employee entrance/exit. Locate and identify safety hazards and secure all areas on the property. Patrol the property on foot, and observe activities in all areas. Monitor electronic surveillance equipment as necessary to observe all activity in specific areas. Use appropriate radio and telephone communication procedures. Report and investigate occurrences or incidents on the property. Must be able to read and write to complete reports, forms and documentation; 1-5 years, employer is willing to train. Valid V.I. driver's license, clean police record, drug/alcohol screening and reference check required. Flexible shifts, hours between 6:00am-6:00pm. Job is on St. John.

Food and Lodging

Job Title COOK, DINNER
Order Number VI0014148
Pay \$7.25 Hourly
Experience 24-48 months
Education 12
JobSummary **Responsible for developing menu entrees and also following standard menu items. Will be working in a high heat, high stress, and quantity-based kitchen closely with others preparing a large volume of meals. Must be able to lift 50 pounds and be on feet 8 to 10 hours a day. Must have positive attitude, high energy, people friendly, a team player, and have the ability to handle high stress and volume situations. Retail and culinary experience is a must. Compensation and benefits include a starting wage of \$7.25 an hour with subsidized meals and fee housing; paid vacation accrued hourly; paid sick time accrued hourly beginning after the first six months of employment; nine paid holidays; and annual holiday bonus on service; annual profit sharing based on service. High School Diploma, 2-4 years experience and a vast knowledge of the culinary world. Full-time position. Job is on John.**

Job Title SERVER
Order Number VI0014441
Pay \$7.25 Hourly
Experience 12 months
Education 00
JobSummary **Serve food and alcoholic beverages to guests. Set tables according to type of event and service standards. Answer questions on menu selections. Communicate with kitchen staff regarding menu questions. Maintain cleanliness of work area and utensils. Must maintain a professional appearance, speak in a clear and professional manner, develop and maintain positive working relationship with others and be a team player. Salary \$7.25 plus tips. High School Diploma and Valid Health Card required. Must apply on-line: www.careers.marriott.com.**

Job Title BARTENDER
Order Number VI0014459
Pay \$7.25 Hourly
Experience 12-36 months
Education 12
JobSummary **Support and service the room attendants and maintain cleanliness throughout the hotel. Salary is \$7.25 per hour tips included. High School Diploma, 1-3 years experience. Persons can apply on-line at: www.westin.jobs, or if not computer literate, can visit establishment to fill application. Job is on St. John.**

Job Title COOK
Order Number VI0014460
Pay \$10.81 Hourly
Experience 12-36 months
Education 12
JobSummary **Manage all aspects of the food production for banquets, including food preparation according to the description. Adhere to sanitation practices. Prepare food items for customers using a quality predetermined method in a timely and consistent manner. High School Diploma & Valid V.I. Health Card, 1-3 certified cook level or higher. Must apply on-line: www.westin.jobs. Job is on St. John.**

Job Title HOUSE ATTENDANT
Order Number VI0014461
Pay \$9.53 Hourly
Experience 12-36 months
Education 12
JobSummary **Support and service the room attendants and maintain cleanliness throughout the hotel. High School Diploma and 1-3 year experience. Full-time position. Must apply on-line at www.westin.jobs. Job is on St. John.**

Job Title COCKTAIL SERVER
Order Number VI0014463
Pay \$7.25 Hourly
Experience 12-36 months
Education 12
JobSummary **Serve food and beverage items to customers in a friendly, enthusiastic, professional, and timely manner. Take orders for and serve all food and beverage requests, using suggestive selling techniques. Clear tables during service. Control guest checks and secure proper payment. Maintain proper condition and cleanliness of dining areas and servicing equipment. Full-time position, valid V.I. health card, 1-3 years experience; \$7.25 per hour, tips included. Persons can apply on-line at: www.westin.jobs, or if not computer literate, can visit establishment to fill application. Job is on St. John.**

Job Title COOK I, SUSHI
Order Number VI0014484
Pay \$17.2 Hourly
Experience 12 months
Education 12
JobSummary **Monitor stock of kitchen supplies and food. Determine how food should be presented, and create decorative food displays. Monitor the quality of food that is prepared and the portions that are served. Set-up and break down work station. Prepare ingredients for cooking, including portioning, chopping, and storing food. Pull food from freezer storage to thaw in the refrigerator. Weigh, measure, and mix ingredients according to recipes or personal judgment. Prepare and cook food according to recipes, quality standards, presentation standards, and food preparation checklist. Monitor food quality while preparing food. Move, lift, carry, push, pull and place objects weighing less than 25 pounds without assistance. Valid Health Card required. High School Diploma with 1 year experience. Able to work a flexible shift. Full-time position. Must apply on line at careers.ritzcarlton.com.**

Job Title FOOD RUNNER, CASUAL DINING
Order Number VI0014485
Pay \$9.5 Hourly
Experience 12 months
Education 12
JobSummary **Complete closing duties, including storing all reusable good, breaking down goods, cleaning all equipment and areas, returning equipment to proper locations, locking refrigerators, restocking items, turning off lights, locking doors, and completing daily cleaning checklist. Set up, stock and maintain work areas. Some bending, twisting, pulling and stooping. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance High School Diploma with previous experience; able to work a flexible shift. Valid V.I. Health Card required. Apply on-line @ careers.ritzcarlton.com.**

Job Title HOST/HOSTESS, CASUAL DINING
Order Number VI0014486
Pay \$11.75 Hourly
Experience 12 months
Education 12
JobSummary **Greet guests and determine the number in their party. Seat guests by finding a clean, available table; pulling out chairs; placing clean/current menu in front of guest, etc. Guide guests through the dining rooms and provide any needed assistance. Move and arrange tables, chairs, and settings and organize seating for groups with special needs. Ensure place settings are appropriate, clean silverware, and any other item that is part of the standard place setting. Check menus to ensure they are current, clean, plentiful, and wrinkle-free. Maintain cleanliness of work areas throughout the day. Monitor dining rooms for seating availability, service, safety, and well being of guests. Lifting objects weighing less than or equal to 10 pounds without assistance. Valid VI Health Card required. High School Diploma with previous experience preferred. Able to work a flexible shift. Apply on-line @ careers.ritzcarlton.com.**

Job Title SERVER, CASUAL DINING
Order Number VI0014487
Pay \$7.25 Hourly
Experience 12 months
Education 12
JobSummary **Serve food courses and alcoholic beverages to guests. Set tables according to type of event and service standards. Answer questions on menu selections. Communicate with the kitchen regarding menu questions, the length of wait, recook orders, and product availability. Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen. Record transaction in MICROS system at time of order. Check with guests to ensure satisfaction with each food course and/or beverages. Maintain cleanliness of work areas, china, glass, etc., throughout the day. Complete closing duties, including restocking items, turning off lights, etc. Able to lift 10 pounds without assistance. High School Diploma with previous experience preferred. Salary is \$7.25 tips included. Able to work flexible shifts. Valid V.I. Health card required. Apply on line: careers.ritzcarlton.com.**

Job Title ASSISTANT SERVER, CASUAL DINING
Order Number VI0014488
Pay \$7.45 Hourly
Experience 12 months
Education 12
JobSummary **Complete closing duties, including storing all reusable goods, cleaning all equipment and areas, returning equipment to proper locations, locking refrigerators, restocking items, turning off lights, locking doors and completing daily cleaning checklist. Set up, stock, and maintain work areas. Inspect the cleanliness and presentation of all china, glass, and silver prior to use. Must be able to stand, sit or walk for an extended period of time. Move, lift, carry, push, pull and place objects weighing less than or equal 10 pounds without assistance. High School Diploma with previous experience preferred. Able to work flexible shifts. Valid V.I. Health card required. Apply on line: careers.ritzcarlton.com.**

Job Title HOST/HOSTESS, SAILS RESTAURANT
Order Number VI0014489
Pay \$11.75 Hourly
Experience 12 months
Education 12
JobSummary **Greet guests and determine the number in their party. Seat guests by finding a clean, available table; pulling out chairs; placing clean/current menu in front of guest, etc. Guide guests through the dining rooms and provide any needed assistance. Move and arrange tables, chairs, and settings and organize seating for groups with special needs. Ensure place settings are appropriate, clean silverware, and any other item that is part of the standard place setting. Check menus to ensure they are current, clean, plentiful, and wrinkle-free. Maintain cleanliness of work areas throughout the day. Monitor dining rooms for seating availability, service, safety, and well being of guests. Lifting objects weighing less than or equal to 10 pounds without assistance. Valid VI Health Card required. High School Diploma with previous experience preferred. Able to work a flexible shift. Apply on-line @ careers.ritzcarlton.com.**

Job Title MEETING & SPECIAL EVENTS CONCIERGE
Order Number VI0014491
Pay \$14.51 Hourly
Experience 12 months
Education 12
JobSummary **Responsible for meeting with the group coordinator/host(ess) prior to functions, make introductions, and ensure that all arrangements are agreeable. Read and analyze banquet event order in order to gather guest information, determine proper set up, timeline, specific guest needs, buffets, action station,. Respond to and try to fulfill any special banquet event arrangement. Follow up on special banquet even arrangement to ensure compliance. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Stand, sit, or walk for an extended period of time. Move, lift carry, push, pull and place objects weighing less than or equal to 25 pounds without assistance. Must be able to work PM shift only. High School Diploma with previous experience preferred. Must apply online @ careers.ritzcarlton.com.**

Job Title BREAKFAST/LUNCH COOK, SEASONAL
Order Number VI0014494
Pay \$14 Hourly
Experience 36-60 months
Education 12
JobSummary **Supporting Lead Chef on a culinary team of skilled and experienced professionals in preparing quality products while maintaining consistent food quality and high sanitation standards. Good interpersonal interaction skills, exemplary social and business etiquette, and ability to perform at highest standards with a diverse group of individuals. 3 to 5 Years experience working as a Chef de Parte in a luxury resort environment and formal culinary skills training or equivalent required. Must be dependable, reliable and flexible to work long hours including weekends and holidays from 6:00am-2:30pm. Valid driver's license and health card required. Reference check and drug/alcohol screening required. Job start date 11/22/10 end 4/30/11. Job is on St. John.**

Job Title SHORT ORDER COOK, SEASONAL
Order Number VI0014495
Pay \$9 Hourly
Experience 12-36 months
Education 12
JobSummary **Supporting Lead Chef on a culinary team of skilled and experienced professionals in preparing quality products while maintaining consistent food quality and high sanitation standards. Good interpersonal interaction skills, exemplary social and business etiquette, and ability to perform at highest standards with a diverse group of individuals. 1 to 3 Years experience working at a resort environment and formal culinary skills training or equivalent required. Must be dependable, reliable and flexible to work long hours including weekends and holidays from 8:00am-4:30pm. Valid driver's license and health card required. Reference check and drug/alcohol screening required. Job start date 11/22/10 end 4/30/11. Job is on St. John.**

Job Title KITCHEN HELPER
Order Number VI0014496
Pay \$8 Hourly
Experience months
Education
JobSummary **Assist dinner cook as needed. Set up salad bar nightly, as well as, assist with preparation for next day service. Will be required to go into a walk-in cooler and walk-in freezer. Must be capable of lifting objects up to 70 lbs. Responsible for the cleanliness of all food preparation equipment, working and service area. Good positive attitude and ability to work harmoniously on a multicultural team. Excellent work, health and hygiene habits. Employer is willing to train. Valid health card required. Reference check and drug/alcohol screening required. Job start 11/15/10 end 4/30/11. Job is on St. John.**

Job Title BARTENDER, SEASONAL
Order Number VI0014501
Pay \$12.26 Hourly
Experience 12-36 months
Education 13
JobSummary **Mix and serve drinks to patrons, directly or through wait staff. Will be responsible for restocking inventory, preparing requisition to maintain bar stock, and inventory supplies at end of the month. Friendly outgoing personality required, as well as good math skills. Must be able to stand for long periods, flexible and agile to bend, push, pull, lift heavy objects of up to 50lbs weight. Flexible to work shift, weekends and holidays. High School Diploma with 1 to 3 years experience. Valid health card required. Reference check and drug/alcohol screening required. Job start date 11/1/10 end 4/30/11. Job is on St. John.**

Job Title WAITER/WAITRESS, SEASONAL
Order Number VI0014502
Pay \$7.25 Hourly
Experience 12 months
Education 12
JobSummary **Take orders and serve food and beverages to patrons at tables in dining establishment. Must have thorough knowledge of proper service procedures to provide ultra luxury service of food and beverage. Monitor guest consumption of alcohol. Cash handling skills of the highest integrity required. Must be punctual, dependable, reliable, flexible to work between 7:30am-10:30pm. Valid health card required. Reference check and drug/alcohol screening required. Job start date 11/1/10 end 5/31/11. Job is on St. John.**

Job Title HOUSEPERSON
Order Number VI0014504
Pay \$10.22 Hourly
Experience months
Education 12
JobSummary **Perform any combination of cleaning duties such as sweeping, polishing, vacuuming, hosing, wiping, and scrubbing of floors, screens, windows, ceilings, etc. to maintain establishment in a clean and orderly manner. Pick up and delivery linen to all assigned work areas. Exemplary social and business etiquette required. Must be outgoing, optimistic, punctual, dependable, reliable, flexible to work between 8:00am-4:30pm. Part-time positions also available. Valid VI Drivers License necessary. Reference check, drug/alcohol screening and clean police report required. Job start date 10/23/10. Job is on St. John.**

Job Title TURNDOWN HOUSEKEEPER, PM
Order Number VI0014507
Pay \$9.39 Hourly
Experience 12 months
Education 12
JobSummary **Provides turndown service and servicing of guest rooms under close supervision of the area supervisor. Replenish supplies and or amenities as necessary. Replace all soiled linens and towels. Report any damaged or missing items to supervisor. Perform other job related duties assigned by supervisor on duty. Must be able to lift 25- 60 lbs, bend, stoop, push, pull, twist and have the stamina to be in constant motion during a daily 3 hour shift. Reference check and drug/alcohol screening required. Job start date 11/1/10. Job is on St. John.**

Job Title SERVER
Order Number VI0014508
Pay \$7.25 Hourly
Experience 12 months
Education 12
JobSummary **Take orders and serve food and beverages to patrons at tables in dining establishment. Valid health card and a very friendly attitude is required. High School Diploma, 1 year experience, \$7.25 per hour + tips. Candidate can apply in person between 9:00am-11:00am and must complete company application.**

Job Title HOUSEKEEPER
Order Number VI0014513
Pay \$10.22 Hourly
Experience 12 months
Education 12
JobSummary **Performs routine daily cleaning and servicing of guest rooms under close supervision of the area supervisor. Makes beds, scrubs & clean bathroom tiles, fixtures and face basin, toilet bowl, mirrors etc. Replenish all guest amenities, dust picture frames, bed frames, storage closet, shelves, chairs, dressers, etc. Wash drinking glasses, coffee pot and cups. Clean drawers & furniture, sweep and mop floors. Polish dressers, dust all ledges. Replenish towels and linens daily. Must possess good verbal and written communication skills and enjoy working with and interacting with people. Capable of lifting 25 to 50 lbs. Able to bend, stoop, push, pull, twist and have the stamina to be in constant motion during a daily 7 1/2 hour shift. Must possess exemplary business and professional etiquette, ability to exercise common sense and good judgment when interacting with others. Reference/security check, drug test and clean police report. Job start 11/1/10. Job is on St. John.**

Job Title SHORT ORDER COOK, SEASONAL
Order Number VI0014516
Pay \$11.52 Hourly
Experience 12 months
Education 12
JobSummary **Supporting Lead Chef on a culinary team of skilled and experienced professionals in preparing quality products while maintaining consistent food quality and high sanitation standards. Good interpersonal interaction skills, exemplary social and business etiquette, and ability to perform at highest standards with a diverse group of individuals. 1 to 3 Years experience working at a resort environment and formal culinary skills training or equivalent required. Must be dependable, reliable and flexible to work long hours including weekends and holidays from 6:00am-11:30pm. Valid driver's license and health card required. Reference check and drug/alcohol screening required. Job start date 11/15/10 end 5/31/11. Job is on St. John.**

Job Title COOK, SEASONAL
Order Number VI0014517
Pay \$12.44 Hourly
Experience 36-60 months
Education 13
JobSummary **Supports Lead Chef on a culinary team of skilled and experienced professionals in preparing quality products while maintaining consistent food quality and high sanitation standards. Good interpersonal interaction skills, exemplary social and business etiquette, and ability to perform at highest standards with a diverse group of individuals. 3 to 5 years experience working as a Chef de Partie in a luxury resort environment and formal culinary skills training or equivalent required. Must be dependable, reliable and flexible to work long hours including weekends and holidays. Valid driver's license and health card required. Reference check and drug/alcohol test required. Job start date 11/11/10 end 6/30/11. Job is on St. John.**

Job Title KITCHEN HELPER, SEASONAL
Order Number VI0014519
Pay \$10.05 Hourly
Experience months
Education 12
JobSummary **Responsible for sweeping, mop floors, wash pots and pans and store away after cleaning. Scrape leftovers from dirty dishes, prewash and feed dirty dishes through dish washing machine clean and polish chafing dishes, silver bowls and trays. Must be capable of lifting objects up to 70 lbs. Good positive attitude and ability to work harmoniously on a multicultural team. Excellent work, health and hygiene habits. Employer is willing to train. Valid health card required. Job start date 11/19/10 end 6/30/11. Job is on St. John.**

Job Title CHEF DE PARTIE, SEASONAL
Order Number VI0014522
Pay \$14.13 Hourly
Experience 36-60 months
Education 13
JobSummary **Supporting Lead Chef on a culinary team of skilled and experienced professionals in preparing quality products while maintaining consistent food quality and high sanitation standards. Good interpersonal interaction skills, exemplary social and business etiquette, and ability to perform at highest standards with a diverse group of individuals. 3 to 5 Years experience working at a resort environment and formal culinary skills training or equivalent required. Must be dependable, reliable and flexible to work long hours including weekends and holidays from 6:00am-11:30pm. Valid driver's license and health card required. Reference check and drug/alcohol screening required. Job start date 11/11/10 end 5/31/11. Job is on St. John.**

Job Title CHEF DE PARTIE-PASTRY, SEASONAL
Order Number VI0014523
Pay \$14.13 Hourly
Experience 36-60 months
Education 13
JobSummary **Supporting Lead Chef on a culinary team of skilled and experienced professionals in preparing quality products while maintaining consistent food quality and high sanitation standards. Good interpersonal interaction skills, exemplary social and business etiquette, and ability to perform at highest standards with a diverse group of individuals. 3 to 5 Years experience working at a resort environment and formal culinary skills training or equivalent required. Must be dependable, reliable and flexible to work long hours including weekends and holidays from 6:00am-11:30pm. Valid driver's license and health card required. Reference check and drug/alcohol screening required. Job start date 11/11/10 end 5/31/11. Job is on St. John.**

Job Title SEASONAL BARTENDER
Order Number VI0014525
Pay \$8 Hourly
Experience 12-36 months
Education 12
JobSummary **Mix and serve drinks to patrons, directly or through wait staff. Will be responsible for restocking inventory, preparing requisition to maintain bar stock, and inventory supplies at end of the month. Friendly outgoing personality required, as well as good math skills. Must be able to stand for long periods, flexible and agile to bend, push, pull, lift heavy objects of up to 50lbs weight. Flexible to work shift, weekends and holidays. High School Diploma with 1 to 3 years experience. Valid health card required. Reference check and drug/alcohol screening required. Job start date 11/22/10 end 4/30/11. Job is on St. John.**

Building and Grounds Cleaning and Maintenance

Job Title POOL MAINTENANCE
Order Number VI0014402
Pay \$12 Hourly
Experience 24 months
Education 12
JobSummary **Cleans assigned facilities (e.g. swimming pool, pool deck, equipment areas, filter systems, etc.) for the purpose of maintaining a sanitary and safe condition. Evaluates equipment function for the purpose of maintaining facilities and/or complying with mandated health requirements. Inspects swimming pool, mechanical equipment etc. (e.g. diving board, machinery, fixtures, emergency equipment, etc.) for the purpose of ensuring that is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs. Maintains pool including proper chemical and PH rate (e.g. adjusts water analyzer, adding chemicals, etc.) for the purpose of complying with mandated safety and health, requirements for pool water purity and balance. Maintains records (e.g. logs, etc) for the purpose of providing an up-to-date reference trail and/or ensuring compliance with mandated requirements. Full-time position. Apply on-line at careers.marriott.com.**

Job Title BUILDINGS & GROUNDS WORKER
Order Number VI0014497
Pay \$8 Hourly
Experience months
Education
JobSummary Performs routine daily cleaning and servicing of campground tents, cottages, and bathhouses. Sweeps and cleans the surrounding grounds, as well as, rake leaves, cut brush and weeds with power tools. Perform repairs on doors, screens, and windows. Install locks, tents, sinks, showers, and toilets. Ensure stoves are in safe working order and fills gas tanks when necessary. Ability to work and interact with a team of multicultural individuals. Possess exemplary business and professional etiquette. Capable of lifting 50 to 100 lbs and to bend, stoop, push, pull, twist and have the stamina to be in constant motion during a daily 8 hour shift. Flexible to work shifts. Valid V.I. driver's license required. Reference/security check and drug/alcohol screening required. Job start 11/15/10. Job is on St. John.

Job Title PUBLIC AREA ATTENDANT, CAMPGROUND
Order Number VI0014524
Pay \$7.25 Hourly
Experience months
Education
JobSummary Perform routine daily cleaning and servicing of campground bathhouses and public restrooms and sweep, mops, scrubs bathrooms, fixtures, face basin, toilet bowl, mirrors, etc. Replenish paper and soap dispensers; take out and empty the garbage receptacle. Capable of lifting 25 to 50lbs and be able bend, stoop, push, pull, twist and have the stamina to be in constant motion during a daily 8 hours shift. Pleasant personality and positive attitude. Must be outgoing, optimistic, punctual, dependable, reliable, flexible to work between 8:00am-4:30pm. Valid VI Drivers License necessary. Reference check, drug/alcohol screening and clean police report required. Job start date 12/20/10 end 4/30/11. Job is on St. John.

Personal Care, Personal Service and Gaming

Job Title DOMESTIC WORKER/CARE PROVIDER
Order Number VI0014472
Pay \$10 Hourly
Experience 24 months
Education 12
JobSummary Provide health care services for bedridden individual. Must be able to cook and clean house; and be able to physically transfer person from bed to chair and back to the bed. Knowledge of range of motion exercises and/or physical therapy a plus. Good communication skills and patience needed. Must be able to drive and have own vehicle. Part-time/full-time position, Mon - Fri, with some weekends. High School Diploma and 2 years experience.

Sales and Related

Job Title CASHIER
Order Number VI0014367
Pay \$7.25 Hourly
Experience months
Education 12
JobSummary Receive and disburse money using an electronic scanner, as well as, assist with bagging customer groceries. Perform other duties as required. Must be willing to work flexible hours. Good customer service skills necessary. Employer is willing to train. Employment Test is required. Part-time position.

Job Title SHOP ATTENDANT, SEASONAL
Order Number VI0014493
Pay \$8 Hourly
Experience months
Education 12
JobSummary **Responsible for booking day sails, snorkel trips, and rental of water-sports equipment. Sells merchandise in the store and ensure that store is kept neat and clean. Assist with inventory when necessary. Must be able to operate a cash register and calculator, therefore, good math, accounting, cash handling, and sales skills necessary. Ability to work without constant supervision. Excellent communication and guest service skills necessary. High School Diploma with experience a plus. Flexible hours from 8:00am-4:30pm. Reference check and drug/alcohol screening required. Job start date 11/15/10 end on 4/30/11. Job is on St. John.**

Job Title SEASONAL CASHIER
Order Number VI0014511
Pay \$8 Hourly
Experience 12-36 months
Education 40
JobSummary **Greet the guests in a friendly manner. Take food orders and work with cook as needed to assist with expediting food orders. Collect cash from guests and make change and count bank at beginning of shift and obtain adequate amounts of each denomination in order to be able to make change during the meal periods. Must be able to balance the bank at the end of the meal period and submit report of sales to the Night Auditor. Record the deposit properly on the cash envelope and make deposit into drop safe. Ability to stand, walk, sit, bend, lift and carry objects up to 50lbs. Must be well groomed, polite, personable, professional, organized, honest and possess superior math skills. High School Diploma with 1 to 2 years experience. Flexible hours between 8:00am-8:30pm. Valid driver's license and health card. Reference check, drug screening and clean police report. Job start 11/22/10 end 4/30/11. Job is on St. John.**

Job Title SHOP CLERK, SEASONAL
Order Number VI0014514
Pay \$10.55 Hourly
Experience months
Education 12
JobSummary **Record and tally sales and deposit receipts according to established procedures. Sales merchandise in the store and ensure proper stock in stores at all times. Good eye for detail to ensure store is kept neat, clean and appealing in appearance to the customers. Must be able to operate a cash register and calculator, therefore, good math, accounting, cash handling, and sales skills necessary. Ability to work without constant supervision. Excellent communication and guest service skills necessary. Experience a plus, but employer is willing to train. Flexible to work required schedule. Job start date 11/10 end 4/11. Reference check and drug/alcohol test. Job is on St. John.**

Job Title	TEMPORARY STOREROOM CLERK
Order Number	VI0014515
Pay	\$10.55 Hourly
Experience	12 months
Education	12
JobSummary	Receiving and stocking merchandise. Label items for delivery to various sales outlets. Keep limited inventory of par levels of merchandise on hand. Keep track of inventory and restock as needed. Assist with taking monthly inventory. Assist in stores whenever necessary. Must be able to interact with customers as well as fellow workers. Must possess basic math, reading and writing skills. Capable of lifting boxes of merchandise and dispensing items to sales outlets. Position requires lifting, pushing, pulling, reaching, stretching. Exemplary verbal communication skills to interact with people of all walks of life. Must be hardworking and detailed individual to ensure accuracy of work. Clean police report, drug testing and references required. V.I. driver's license required. Job start immediately. Job is on St. John.

Office and Administrative Support (Clerical, Secretarial & Office)

Job Title	SERVICE REPRESENTATIVE
Order Number	VI0014192
Pay	\$8.75 Hourly
Experience	06 months
Education	12
JobSummary	Provides efficient and effective service to the Branch clients, satisfying their needs and complying with all the applicable programs, policies, procedures and regulations. Attends and serve clients by receiving and disbursing monetary values. Process monetary transactions, including but not limited to cashing checks and money orders, deposits and withdrawals to saving and checking accounts; cash advances. Performs administrative duties, including but not limited to preparing daily transactions documents, money counting and tallying, and filing documents; 6 months experience, some college. Full time position. Experience in cashing, banking, or customer service. Apply on line at www.firstbankvi.com.

Job Title	SENIOR ADMINISTRATIVE ASSISTANT
Order Number	VI0014215
Pay	\$0
Experience	60+ months
Education	16
JobSummary	Provide a wide range of administrative support to the several department managers handling administrative functions that carry a high level of responsibility. Primary duties include performing a variety of secretarial, administrative and clerical duties including planning and scheduling meetings, travel itineraries and other appointments for departmental managers. Will also serve as the information and communication liaison organizing and maintaining paper and electronic files conducting research and disseminating information by using the telephone, mail services, internet site and email. BS in Business Admin or related field; 5+ years experience in a senior administrator role supporting several business units; strong Microsoft Office software (Word, Excel, PowerPoint, Outlook); prior experience working in business management services preferred. Salary depends on experience. Must send resume' to careers@icmcevi.com.

Job Title JUNIOR NATURAL GAS SCHEDULER
Order Number VI0014233
Pay \$50000 Annually
Experience 12-24 months
Education 16
JobSummary **Responsible for the scheduling of daily gas volumes with the interstate pipes and Local Distribution Company (LDC's) as well as monitoring pipeline operational issues. Will have day to day contact with interstate pipeline and LDC representatives to deal with operational and tariff issues. Will also be responsible for working with mid and back office to ensure proper data flow and working with front office personnel to ensure data capture to the designated accounting systems. Interpret and communicate scheduling/volumetric data and provide real-time updates to trading as required. Schedule/Route transactions, enter scheduling data into the system of record and validate transactions against pipeline nominations. Bachelor's Degree, 1-2 years related experience. Strong interpersonal, communication and organizational skills. Detail oriented with basic computer skills. Ability to deal with deadlines on a daily basis. Mon-Fri, 8am-5pm. Must email resume to: humanresources@glacialenergy.vi. This position is at Glacial Energy VI.**

Job Title SENIOR NATURAL GAS SCHEDULER
Order Number VI0014234
Pay \$90000 Annually
Experience 36 months
Education 16
JobSummary **Responsible for the scheduling of daily gas volumes with the interstate pipes and Local Distribution Company (LDC's) as well as monitoring pipeline operational issues. Will have day to day contact with interstate pipeline and LDC representatives to deal with operational and tariff issues. Will also be responsible for working with mid and back office to ensure proper data flow and working with front office personnel to ensure data capture to the designated accounting systems. Interpret and communicate scheduling/volumetric data and provide real-time updates to trading as required. Schedule/Route transactions, enter scheduling data into the system of record and validate transactions against pipeline nominations. Bachelor's Degree, 3 years retail natural gas scheduling experience. Strong interpersonal, communication and organizational skills. Detail oriented with basic computer skills. Ability to deal with deadlines on a daily basis. Mon-Fri, 8am-5pm. Must email resume to: humanresources@glacialenergy.vi. This position is at Glacial Energy VI.**

Job Title FILE CLERK
Order Number VI0014335
Pay \$7.25 Hourly
Experience 24 months
Education 13
JobSummary **Maintain, retrieve & stock office supplies, catalogue all files, monitor, track & dispense office supplies, assist data entry department & Policy processing department, ensure strict confidentiality of client records and receive and deliver packages. Mature able bodied individual must be able to lift 50lbs. Must be responsible, dependable, courteous and punctual and have excellent communication skills, Resume w/cover letter required and two letters of reference. Work days Monday-Friday 8:30am-5:00pm Willing to train. Email resume to mhedrington@guardianinsurance.com**

Job Title SERVICE REP
Order Number VI0014350
Pay \$8.75 Hourly
Experience 06 months
Education 13
JobSummary **Attends and serves clients by receiving and disbursing monetary values. Process monetary transactions, including but not limited to cashing checks and money orders, deposits and withdrawals to savings and checking accounts; cash advances. Performs mechanized transactions/entries to the organization's informational systems, including but not limited to daily tallies and debits/credits. Some college, 6 months experience as client service or bank teller. Ability to work flexible and non-traditional hours, including Saturday, Sunday and holidays. Applicants must apply @ www.firstbankvi.com.**

Job Title SERVICE REPRESENTATIVE
Order Number VI0014361
Pay \$8.75 Hourly
Experience 06 months
Education 12
JobSummary **Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; the ability to speak and comprehend the English language. Knowledge of banking laws and regulations, ability to work as a member of a team, customer service orientation and towards working with numbers. Position required to sit, stand, walk, use hands and fingers to perform data entry activities, reach, handle and manipulate object; hear, and speak. High School Diploma, 6 months experience as client service or bank teller. Ability to work flexible and non-traditional hours, including Saturday, Sunday and holidays. Applicants must apply @ www.firstbankvi.com. Position is on St. John.**

Job Title CASE MANAGER
Order Number VI0014366
Pay \$13.23 Hourly
Experience 24+ months
Education 14
JobSummary **Two(2)or more years experience with juvenile and/or emotional and behavioral disturb adolescents. Associate Degree preferred. Must possess a valid V.I. Driver's License and Health Card. Please fax or email resume's.**

Job Title RESERVATIONS COORDINATOR
Order Number VI0014379
Pay \$8 Hourly
Experience months
Education 12
JobSummary **Process all reservation requests, changes, and cancellations received by phone, fax, or mail. Identify guest reservation needs and determine appropriate room type. Verify availability of room type and rate. Explain guarantee, special rate, and cancellation policies to callers. Accommodate and document special requests. Answer questions about property facilities/services and room accommodations. Follow sales techniques to maximize revenue. Input and access data in reservation system. Follow proper escalation procedures when addressing guest concerns. Full-time position. Apply on line. www.careers.marriott.com.**

Job Title	INSURANCE/FRONT DESK CLERK
Order Number	VI0014385
Pay	\$12 Hourly
Experience	months
Education	13
JobSummary	Greeting patients to ascertain the purpose of visit and billing insurance for patients care. Must have Insurance Billing experience. Willing to train. Part-time position. Resume's must be faxed.
Job Title	RECEIVER, PURCHASING
Order Number	VI0014389
Pay	\$12 Hourly
Experience	12 months
Education	12
JobSummary	Receive, upload, and process deliveries and account for incoming freight based on invoice and receiving reports. Stage merchandise by department, mark appropriately for placement in facility, and deliver merchandise to appropriate department. Verify and track received inventory and complete inventory reports and logs. Must possess excellent interpersonal communication skills and able to lift and carry objects weighing 50 pounds or less. Perform other duties as required by supervisor. Apply on line @ careers.ritzcarlton.com
Job Title	ACCOUNTING CLERK
Order Number	VI0014397
Pay	\$11 Hourly
Experience	12 months
Education	12
JobSummary	Check figures, postings, and documents for correct entry. Mathematical accuracy and proper codes. Organize, secure, and maintain all files, records, cash and cash equivalents in accordance with policies and procedures. Complete period and closing procedures and reports as specified. Prepare, review, reconcile, and issue bills, invoices and account statements according to company procedures. Apply on-line at careers.marriott.com
Job Title	COMPLIANCE/OFFICE ASSISTANT
Order Number	VI0014425
Pay	\$35000 Annually
Experience	06-12 months
Education	16
JobSummary	Responsible for assisting in broker dealer compliance and financial regulatory matters. Will also perform general office and clerical functions. Bachelor's degree or paralegal certificate preferred. Must be well organized, detail oriented and possess the ability to multi-task and work independently as well as within a team. Effective communication skills and some previous office experience required. Proficient in Excel, Microsoft Office, Adobe Acrobat and Microsoft Publisher; 6 months - 1 year experience. Employer is willing to do some training. Work hours 8:30 am. - 5 pm. Must email cover letter and resume' to: info@whitebaygroup.com.
Job Title	OPERATIONS ASSOCIATE
Order Number	VI0014426
Pay	\$35000 Annually
Experience	months
Education	13
JobSummary	To assist with broker dealer back office processing, trade management and account management. Experience preferred but not required. Must be computer literate, efficient, organized, and hard working. Some college required. Mon - Fri 8:30 am. - 5 pm. Must email cover letter and resume' to: info@whitebaygroup.com.

Job Title CONTRACT ADMINISTRATOR & DATA SERVICE SPECIALIST
Order Number VI0014429
Pay \$40000 Annually
Experience months
Education 12
JobSummary **Responsible for entering and following up on all the contracts and pricing requests into CRM database. Duties include reviewing all contracts submitted for correct and legible paperwork; will be responsible for identifying and correcting rejected transactions from Utility; working internally and with the Utilities to resolve outstanding issues related to transactions and customer accounts and credit department; will be responsible for sending welcome letters to clients; will update client contracts as needed. A college degree is preferred. E-mail resume' ONLY to humanresources@glacialenergy.vi. Full time position.**

Job Title PAYROLL SPECIALIST
Order Number VI0014444
Pay \$50000 Annually
Experience 24-60 months
Education 16
JobSummary **Responsible for process payroll for 400 plus employees in a multi-state; work with payroll service provider to develop reports useful for the accounting department; code to appropriate general ledger account and department; accurately enter payroll deductions, direct deposits, 401K payments and wage garnishment; assist in the development of new expense reporting process; reconcile general ledger to quarterly payroll tax reports; ensure payroll related transactions are in compliance with external and internal policies and answer employee questions related to payroll matters and resolve discrepancies in a timely manner. Strong computer including MS Excel and communication skills. Ability to work collaboratively with other in a fast paced working environment. 2-5 years in payroll processing with Bachelor's Degree is preferred. E-mail resume ONLY to humanresources@glacialenergy.vi. Full time position.**

Job Title REGISTRATION CLERK
Order Number VI0014451
Pay \$10 Hourly
Experience months
Education 13
JobSummary **Responsible for greeting, registering and providing orientation to the guests upon arrival; answering guest's questions and providing guest service; settling the guest's account upon completion. Managing the multi-line telephone system, redirecting calls and/or taking and delivering messages, taking maintenance requests, and maintaining the cleanliness of the work area. Must possess a positive and upbeat personality with a desire to deliver outstanding customer service. Must also have the ability to multi-task, be detailed oriented, and be able to problem solve. Must provide Police Background Check and have dependable transportation. Work Days are Monday, Friday, Saturday and Sunday from 11:30am-8:00pm. Full-Time position. Job is on St. John.**

Job Title ACCOUNTING CLERK
Order Number VI0014453
Pay \$8 Hourly
Experience 12 months
Education 13
JobSummary **Perform a variety of duties from backroom calculations to front desk customer. Data Entry, posting, filing, tallying and verify sales receipts. Posting details of business transactions, such as funds received and transferred. Must be able to type reports, letters and memos. Detail oriented and good with numbers and possess knowledge in Microsoft office Excel, Word, Outlook, as well as adding machines, calculators and databases. Part-Time and Full-time position. Fax Resumes.**

Job Title	HUMAN RESOURCES ASSISTANT
Order Number	VI0014468
Pay	\$17 Hourly
Experience	24 months
Education	14
JobSummary	Experienced in Human Resources procedures, including recruiting, interviewing, hiring, and payroll processing. 2 years general office experience required. Temporary for 30-45 days, full-time position, no benefits. Will pay 1 1/2 time for all hours over 8 worked in a day or over 40 hours worked in a week. Human Resource Specialist will be onsite next week for interviewing process. Must email resume' to FEMA-NY-LocalHire-Jobs@dhs.gov.
Job Title	FOOD & BEVERAGE ADMINISTRATIVE ASSOCIATE
Order Number	VI0014473
Pay	\$12 Hourly
Experience	12 months
Education	12
JobSummary	Enter and retrieve information contained in computer databases using a keyboard, mouse, or trackball to update records, files, reservations, and answer inquiries from guests. Transmit information or documents using a computer, mail, or facsimile machine. Operate standard office equipment other than computers. Prepare letters, memos, and other documents using word processing, spreadsheet, database, or presentation software. Handle in-coming and out-going mail. Create and maintain computer and paper-based filing and organization systems for records, reports, documents, etc. Shift involved. Must apply on-line www.careers.marriott.com.
Job Title	OFFICE ASSISTANT
Order Number	VI0014482
Pay	\$9 Hourly
Experience	12 months
Education	12
JobSummary	Must be computer literate, be able to type and assist office manager and president with any task. Responsible for answering the phone, run errands, type letters and bid proposals. Prepare bid proposals in timely manner. High School Diploma with 1 year experience. Work days are Monday-Friday from 8:00am-5:00pm may have to work some Saturdays. Full-Time position. Resume can be fax or email to doright09@live.com.
Job Title	ADMINISTRATIVE ASSISTANT
Order Number	VI0014483
Pay	\$13 Hourly
Experience	24+ months
Education	13
JobSummary	Responsible for assisting the president with daily operation of the business. Must be able to prepare payroll, bid proposals, collect rent from tenants, answering the phone, type letters, scheduling meetings/appointment. Must be computer literate and knowledge of QuickBooks. Person must be able to communicate with various individuals and be able to manage office when president is absent. Some College with 2 or more years experience. Work days are Monday-Friday from 8:00am-5:00pm may have to work some Saturdays. Full-Time position. Resume can be fax or email to doright09@live.com.

Job Title FRONT DESK AGENT/FERRY HOST/HOSTESS
Order Number VI0014492
Pay \$9.25 Hourly
Experience 60 months
Education 12
JobSummary **Responsible for all guests present for departing or arriving at the resort. Entertain guests during the trip answering any questions as well as instructing procedures at docking time. Communicate with the front desk informing that might be useful upon the guests' arrival. Must possess cash handling skills and possess an outgoing, enthusiastic, and pleasant personality and enjoy meeting and interacting with a diverse group of people from various cultures. Capable of working under extreme pressure and emotional balance to handle difficult people and excellent oral and written communication skills. Must submit to a drug screening and provide a clean police report. Valid V.I. driver's license and proof of citizenship or authorization to work in the U.S. required. Flexible to work shifts from 6:00am-6:30pm. Experience in a 5 Diamond Hospitality. Reference check and drug/alcohol screening required. Job start date 11/1/10. Job is on St. John.**

Job Title FRONT DESK/ ACTIVITIES AGENT
Order Number VI0014499
Pay \$9.5 Hourly
Experience 12 months
Education 13
JobSummary **Check in and out guests. Posting room and sundry charges to guest accounts. Handling guest requests and complaints. Prepare arrivals and departures for the following day. Welcome and assign rooms to guests upon arrival. Perform guest orientation, cash handling, and book guest activities on and off property, Receive and send messages to guest rooms. Must possess exemplary social and professional etiquette. Capable of working under extreme pressure and possess the emotional balance to handle difficult people. Excellent verbal and written communication skills necessary. Valid V.I. driver's license required. Experience in a 5 Diamond Hospitality. Reference check and drug/alcohol screening required. Job is on St. John.**

Job Title FRONT DESK AGENT, SEASONAL
Order Number VI0014506
Pay \$9.25 Hourly
Experience 12 months
Education 13
JobSummary **Check in and check out guests and posts room and sundry charges to guest accounts, handling guest request and complaints, preparing arrivals and departures for the following day, welcome guests upon arrival, perform guest orientation, cash handling, booking guest activities on and off property, keeping guests informed on all pertinent information. Receiving and sending messages to guest room. Musts be computer literate. Immaculate presentation and grooming required. Outgoing, optimistic, enthusiastic personality. Excellent verbal and written communication skills. Reference check and drug/alcohol screening required. Job start date 11/11/10 end 6/30/2011. Job is on St. John.**

Job Title RESERVATION/FRONT DESK AGENT
Order Number VI0014512
Pay \$8.25 Hourly
Experience 12-60 months
Education 12
JobSummary Assist guest and provide information and services at all times. Perform check in and check out operation, use guest's name with appropriate salutation and handle all guest request, complaints, and inquires, issue room keys, transmitting and receiving messages, keeping records of occupied rooms and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests. Musts be computer literate. Immaculate presentation and grooming required. Outgoing, optimistic, enthusiastic personality. Excellent verbal and written communication skills. High School Diploma with 1 to 5 years experience. Flexible to work shifts, weekends and holidays hours between 8:00am-4:30pm. Job start 11/22/10 end 4/30/11. Reference check and drug test. Job is on St. John.

Job Title CUSTOMER SERVICE/ROVER
Order Number VI0014538
Pay \$8.5 Hourly
Experience months
Education 12
JobSummary Must have customer service experience and Change batteries on Rover hand held unit, load paper for the portable printer. Direct traffic in the check-in area direct customers to the return counter. Check for and record damage on returned cars and mark out of service on cars. Must tag and place all articles found in cars in the lost and found area. Valid VI drivers license, clean driving record and a positive upbeat attitude necessary. Must be a team player and flexible to work. Must call for appointment before sending customer.

Job Title CUSTOMER CARE REPRESENTATIVE
Order Number VI0014542
Pay \$50000 Annually
Experience 12-24 months
Education 12
JobSummary Responsible for overseeing the handling of all customer questions and requests related to the company's service. Respond telephone inquiries. Provide timely response to voice mails, e-mails, faxes, or requests from other departments. High School Diploma with 1-2 years experience. Must be Bilingual. Please send resume to email address: humanresources@glacialenergy.vi

Construction and Extraction

Job Title FINISH MASON
Order Number VI0014347
Pay \$16 Hourly
Experience 60 months
Education 12
JobSummary To place, smooth & finish surfaces of poured concrete. High School Diploma, 5 or more years Finish Masonry work. Own tollid & drug testing required. Hours 7 am. - 3:30 pm. Mon - Fri. Temporary for duration of project on St. John.

Installation, Maintenance and Repair

Job Title MAINTENANCE ASSISTANT
Order Number VI0014185
Pay \$7.25 Hourly
Experience 12 months
Education 12
JobSummary Prepare park arrival for guests, assist manager/supervisor with repairs and maintenance responsibilities including plumbing, carpentry, and electric work, paint structures as needed sweep the park grounds and remove foliage and garbage removal. Remove and refit awnings as season requires. Assist with the operation of the site pumps, sewage, reverse osmosis plants and maintenance and fill in as a housekeeper, help with upkeep of the ground. Work around water and in elevated location and around wild animals. Operate mechanical equipment and treat guest courteously and respectfully. High School Diploma Specialized training in two or more building construction trades. Interested applicants must fill application and bring to office along with resume'. See CSR for application. Can apply in person between 9:00am-3:30pm. This position is located at Coral World.

Job Title REPAIR TECHNICIAN II
Order Number VI0014343
Pay \$9 Hourly
Experience months
Education 13
JobSummary Troubleshoot, diagnose and repair cellular phone and computer equipment. Computer and technology literate. Knowledge of electronics and computer hardware and software processes necessary. Some college required. Part-time position. Candidate can apply in person 10:30 am. or can Email resume to genesis1@genesisvi.com.

Job Title PROPERTY MAINTENANCE ASSISTANT
Order Number VI0014437
Pay \$40000 Annually
Experience 12-24 months
Education 12
JobSummary Oversee the maintenance of all private residential facilities while inspecting buildings and property for maintenance and repair purposes. Moving furniture, light construction, painting, area clean-up, landscaping, and collaboration with outside contractors on facility, grounds and equipment repairs. High School Diploma; 1-2 years experience in building/property maintenance and familiarity with all aspects of property maintenance; plumbing, electrical, carpentry, and painting; ability to lift 100 pounds and valid USVI driver's license. Full-time position. Salary depends on experience. Must email resumes to: careers@icmvi.com.

Production

Job Title MEAT CUTTER
Order Number VI0014421
Pay \$7.25 Hourly
Experience 24 months
Education 12
JobSummary Must be able to cut fresh and frozen meat, off-load trailer and pack merchandise on shelves, clean work area, rotate merchandise on shelves, all other related duties. Valid Health Card required; 2 years experience.

Job Title CAKE DECORATOR
Order Number VI0014432
Pay \$10 Hourly
Experience 12 months
Education 16
JobSummary **Must be able to ice a cake and garish with assorted borders and should know how to make piped roses; the ability to manage multiple tasks and work under extreme pressure and have excellent member service skills. Have knowledge of AS400 system and computer knowledge on basic Microsoft. At least working one year with the company and must bring a portfolio with any work you have done. Must have a Bachelor's Degree. Work Days are flexible. Part-Time position. Email resume to toneal@pricesmart.com**

Transportation and Material Moving

Job Title COURIER
Order Number VI0014188
Pay \$8 Hourly
Experience months
Education 12
JobSummary **US Custom clearance, delivery, unloading air cargo. Be able to read direction making manifest, should be able to drive van, forklift, and use pallet jack. Employer is willing to train. Some Saturdays & Sundays, full-time position. Valid V.I. Driver's License. Email resume' to rush@islands.vi.**

Job Title MERCHANDISING EXECUTION ASSOC
Order Number VI0014403
Pay \$8 Hourly
Experience 12 months
Education 12
JobSummary **Merchandise and maintain product sets. Execute merchandising strategies and ensure product is displayed correctly. Provide product knowledge to store associates. Work individually with moderate supervision. Maintain strong relationships with store personnel, assisting customers and working as part of a team. Service a multi-store territory which will require daily travel to different store locations. Must possess a valid drivers license; be able to lift up to 50 pounds; have reliable transportation; and pass a drug test. Hours of work: 6:00am-3:00pm. Must apply on-line at www.careers.homedepot.com**

Job Title HEAVY EQUIPMENT/TRUCK DIESEL MECHANIC
Order Number VI0014419
Pay \$20 Hourly
Experience 120 months
Education 11
JobSummary **Must be able to fully repair and maintain earth moving equipment and rebuild diesel engines and transmissions, such as MACK and FULLER transmissions and other vehicles. The individual also must have strong knowledge of the use of hydrostatic/digital equipment and the ability to lift heavy parts. Less than High School and 10 years experience in diesel mechanic. Must be Qualified Diesel Mechanic and must have own tools and driver's license. Candidate can apply in person between 8:00am-4:00pm at Bovoni Landfill. Must call for Appointment. Work Days Monday-Friday from 7:00am-4:00pm full-time position.**

<i>Job Title</i>	STOREKEEPER
<i>Order Number</i>	VI0014462
<i>Pay</i>	\$8.95 Hourly
<i>Experience</i>	12-24 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for the receipt, verification, and processing of all goods received by the hotel. Accept delivery, log and communicate all deliveries according to hotel policies and procedures. Verify count and condition of all hotel orders delivered against approved purchase orders. Assist hotel staff to resolve discrepancies with goods ordered. Compile regular statistical data pertaining to key process. At least 1-2 years prior experience in shipping and/or receiving. Persons can apply on-line at: www.westin.jobs, or if not computer literate, can visit establishment to fill application. Job is on St. John.