



**Department Of Labor**  
**Friday, November 26, 2010**  
**U.S. Virgin Islands**

**Management**

<b>Job Title</b>	<b>DEPUTY CFO/CONTROLLER</b>
<b>Order Number</b>	VI0014140
<b>Pay</b>	\$85000 Annually
<b>Experience</b>	60-96 months
<b>Education</b>	16
<b>JobSummary</b>	<b>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: <a href="http://www.fintrac.com">www.fintrac.com</a></b>
<b>Job Title</b>	<b>PROJECT MANAGER</b>
<b>Order Number</b>	VI0014142
<b>Pay</b>	\$60000 Annually
<b>Experience</b>	84 months
<b>Education</b>	16
<b>JobSummary</b>	<b>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 @ <a href="http://www.fintrac.com">www.fintrac.com</a>.</b>
<b>Job Title</b>	<b>ENGINEERING SUPERVISOR</b>
<b>Order Number</b>	VI0014458
<b>Pay</b>	\$13.91 Hourly
<b>Experience</b>	60-84 months
<b>Education</b>	12
<b>JobSummary</b>	<b>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 @ <a href="http://www.westin.jobs">www.westin.jobs</a>.</b>

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**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.

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**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.

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**Job Title** FRONT DESK SUPERVISOR  
**Order Number** VI0014569  
**Pay** \$15.05 Hourly  
**Experience** 12 months  
**Education** 12  
**JobSummary** Process all guest check-ins, verifying guest identity, form of payment, assigning room, and activating/issuing room key. Set up accurate accounts for each guest according to their requirements. Ensure rates match market codes, document exceptions. Secure payment prior to issuing room key, verify/adjust billing. Compile and review daily reports/logs/contingency lists. Complete cashier and closing reports. Supply guests with directions and property information. Accommodate guest requests, contacting appropriate staff if necessary. Process all payment types, vouchers, paid-outs, and charges. Balance and drop receipts. Count and secure bank at beginning and end of shift. Obtain manual authorizations and follow all Accounting procedures. Assist management in training, evaluating, counseling, motivating and coaching employees. Enter and locate information using computer/POS system. Previous experience preferred. Able to work a flexible shift. Full-time position. Must apply on-line at [careers.ritzcarlton.com](http://careers.ritzcarlton.com).

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**Job Title** PROJECT MANAGEMENT PROFESSIONAL  
**Order Number** VI0014626  
**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@icmvi.com.**

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**Job Title** EXECUTIVE DIRECTOR, CLINICAL EXCELLENCE  
**Order Number** VI0014630  
**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@icmvi.com.**

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**Job Title** EXECUTIVE SOUS CHEF  
**Order Number** VI0014636  
**Pay** \$62000 Annually  
**Experience** 48 months  
**Education** 12  
**JobSummary** **Accountable for overall success of the daily kitchen operations. Exhibits culinary talents by personally performing tasks while leading the staff and managing all food relation functions. Works to continually improve guest and associate satisfaction while maximizing the financial performance in all areas of responsibility. Supervises all kitchen areas to ensure a consistent high quality product is produced. Responsible for guiding and developing staff including direct reports. Must ensure sanitation and food standards are achieved. Areas of responsibility comprise overseeing all food preparation areas (e.g., banquets, room service, restaurants, bar/lounge and associate cafeteria) and all support areas. High School Diploma or GED; 4 years experience in the culinary, food and beverage, or related professional area. Valid V.I. Health Card required. Apply on-line at careers.marriott.com.**

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**Job Title** BODY SHOP MANAGER/LEAD BODY PERSON  
**Order Number** VI0014702  
**Pay** \$25000 Annually  
**Experience** 120 months  
**Education** 12  
**JobSummary** **Must be able to work all areas of body shop, welding, painting, glass work. High School Diploma with 10 years. Full-time, Mon - Fri. Salary plus commission. Must fax resume'.**

<b>Job Title</b>	<b>DIRECTOR OF NURSING</b>
<b>Order Number</b>	VI0014703
<b>Pay</b>	\$65000 Annually
<b>Experience</b>	24-36 months
<b>Education</b>	16
<b>JobSummary</b>	<b>Responsible for the Nursing Department with accountability for establishing standards of excellence in resident care management, resource management, and fiscal management. Must have the ability to read, write and speak fluent English and exhibit good public speaking and written communication skills. Bachelor's Degree 2-3 years leadership and long term care. Call for an appointment and fax resume.</b>
<b>Job Title</b>	<b>MANAGER, BUSINESS SALES</b>
<b>Order Number</b>	VI0014706
<b>Pay</b>	\$70000
<b>Experience</b>	60-84 months
<b>Education</b>	16
<b>JobSummary</b>	<b>Develop and implement sales to meet/exceed company objectives in business to business sales or portfolio products to include video, phone, data, and wireless. Develops sales channel efficiencies, effectiveness and sales executive's performance to success. Implement necessary plans and programs to meet and exceed customer growth objectives. Develops a business plan and sales strategy for the market and ensures attainment of company goals and profitability. Responsible for performance and development of Account Executives. Prepares action plans by individuals as well as by team for effective search of sales leads and prospects. Initiates and coordinates development of action plan to penetrate new markets. Provides timely feedback to senior management regarding performance. Controls expenses to meet budget guidelines. Recruits, test, hires based on a criteria agreed to by senior management. Maintains contact with clients in the market to ensure high level of client satisfaction. Bachelor's degree, 5-7 years experience in Management Sales. Experience with enterprise software solutions and large, complex, organizations. Willingness to travel and work in a team. Proven leadership and ability to drive sales teams. Full-Time Position. Monday-Friday from 8:00am-5:00pm. Email resume to careers@iccv.com or fax.</b>
<b>Job Title</b>	<b>MAINTENANCE SUPERVISOR</b>
<b>Order Number</b>	VI0014721
<b>Pay</b>	\$14.1 Hourly
<b>Experience</b>	24 months
<b>Education</b>	14
<b>JobSummary</b>	<b>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. Technical Trade or Vocational School; 2 years experience. Apply @ careers.marriott.com.</b>

<b>Job Title</b>	<b>MARKETING SUPERVISOR</b>
<b>Order Number</b>	VI0014723
<b>Pay</b>	\$36000 Annually
<b>Experience</b>	60+ months
<b>Education</b>	12
<b>JobSummary</b>	<b>Analyze/follow marketing plans budget control. Great attitude, customer service oriented. Decision making &amp; problem solving. Excellent customer and communications skills. Must be able to develop promotional advertisements and execute. Make decisions relating to local and national marketing campaigns. Good math skills. Computer basic skills, data entry. Travel may be necessary. High School Diploma, 5+ years experience in consumer business. Car &amp; gas allowance will be provided. Reference check &amp; police record required. Shift work involved. Full-time position. Can fax resume' or email resume' to lisafontenelle@yahoo.com. Job is at Lisa's Business Services.</b>
<b>Job Title</b>	<b>RESTAURANT MANAGER</b>
<b>Order Number</b>	VI0014724
<b>Pay</b>	\$30000 Annually
<b>Experience</b>	36 months
<b>Education</b>	12
<b>JobSummary</b>	<b>Oversees day to day operations. Train and lead all restaurant employees. Plans and conducts meetings. Excellent customer service, educated on policies, labor laws and security procedures. Evaluate employees, maintain all records and documents. Maintain/oversee tidiness in restaurant. Basic computer skills and data entry. Excellent communication and math skills. High school diploma, 3 years experience in management. Reference check &amp; police record required. Shift work involved. Full-time position. Valid health card. Can fax resume' or email resume' to lisafontenelle@yahoo.com. Job is at Lisa's Business Services.</b>
<b>Job Title</b>	<b>ASSISTANT RESTAURANT MANAGER</b>
<b>Order Number</b>	VI0014725
<b>Pay</b>	\$23000 Annually
<b>Experience</b>	36 months
<b>Education</b>	12
<b>JobSummary</b>	<b>Recruits, leads and develop employees to execute excellent customer service skills. Educate &amp; enforce labor laws, security and safety procedures. Train employees go through evaluations and orientation. Assist Marketing Supervisor in promotions. Oversee operations, cash handling. Must have good math skills and basic computer skills in data entry. High school diploma, 3 years experience in management. Reference check &amp; police record required. Shift work involved. Valid health card. Full-time position. Can fax resume' or email resume' to lisafontenelle@yahoo.com. Job is at Lisa's Business Services.</b>
<b>Job Title</b>	<b>SALES COORDINATOR</b>
<b>Order Number</b>	VI0014744
<b>Pay</b>	\$12 Hourly
<b>Experience</b>	24 months
<b>Education</b>	12
<b>JobSummary</b>	<b>Serve as contact person for clients, vendors, and meeting planners and communicate with them by phone and email to respond to questions and requests. Assist manager/supervisor in making telephone calls to specified individuals. Design, confirm, and communicate room layouts and set-up requirements for special events. Manage pre-event billing details, such as writing proposals, costing out events, developing the banquet event order, and obtaining deposits. Enter and locate work-related information using computers and/or point of sale systems. Receive and distribute incoming faxes to appropriate personnel and guests. High School Diploma, 2 years experience Hotel Sales. Shifts required. Must apply on-line @ careers.marriott.com.</b>

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**Job Title** GENERAL MANAGER  
**Order Number** VI0014753  
**Pay** \$100000 Annually  
**Experience** 36-60 months  
**Education** 16  
**JobSummary** **Highly motivated leader with a demonstrated record of driving top line sales, managing profitability, excelling at guest service and creating an employer of choice culture for our associates. Extensive knowledge of condo resort operations including marketing plans, security and safety programs, personnel and labor relations prep, operation of business plans, repairs, maintenance, budget forecasting, quality assurance programs, hospitality law, and long range planning. Strong interpersonal skills a must. A minimum of 3-5 years of condo resort general manager experience. Bachelor's degree required. Must fax, mail or Email resume' to jsega@chrco.com.**

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**Job Title** HUMAN RESOURCE DIRECTOR  
**Order Number** VI0014754  
**Pay** \$80000 Annually  
**Experience** 72+ months  
**Education** 16  
**JobSummary** **Responsible for all human resource management and development, initiatives, programs and procedures including employment, compensation, benefits, organizational development/design and employee relations. Bachelor's Degree with 6 years experience in Human Resource Management. Salary depends on experience. Must email resumes to: careers@icmvi.com.**

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**Job Title** CORPORATE CONCIERGE  
**Order Number** VI0014755  
**Pay** \$45000 Annually  
**Experience** 36-60 months  
**Education** 13  
**JobSummary** **Responsible for developing and supervising a full range of guest services to ensure that ICMC stakeholders and guests receive exceptional on island service. Must implements traditional concierge services in addition to overseeing all aspects of ICMC corporate. Must be flexibility working with a diverse clientele. A successful candidate is detail oriented, has an above average desire to please and above all, maintains a high level of confidentiality. Some College with 3-5 years experience in Hospitality. Salary depends on experience. Must email resumes to: careers@icmvi.com.**

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**Job Title** ACCOUNTING MANAGER  
**Order Number** VI0014757  
**Pay** \$60000 Annually  
**Experience** 48+ months  
**Education** 16  
**JobSummary** **Responsible for managing the A/P and A/R functions and staff, focusing on appropriate general ledger treatment in accordance with GAAP. Must ensure the accuracy and support of related balance sheet accounts as well as proper income statement classification by account, period and department. Assist in the monthly closings and preparation of financial reporting package provided to management. Bachelor's Degree, 4 plus years experience in accounting and audit. E-mail resumes to: humanresources@glacialenergy.vi**

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**Job Title** MAINTENANCE SUPERVISOR  
**Order Number** VI0014773  
**Pay** \$32000 Annually  
**Experience** months  
**Education** 12  
**JobSummary** **Responsible for monitoring the state of the buildings and premises (quality, service and cleanliness). Authorizes payment of invoices for work done on the premises; trains maintenance technician & management regarding equipment. Run audits regarding management & equipment maintenance. Monitors compliance with service levels. Go through training programs. Coordinates and oversees the implementation of new techniques of maintenance plan and outlines the process to follow. High School Diploma, Electrical & refrigeration experience; Vocational Degree. Shift work involved. Valid health card. Full-time position. Can fax resume' or email resume' to lisafontenelle@yahoo.com. Job is at Lisa's Business Services.**

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**Job Title** DIRECTOR EVENT PLANNING  
**Order Number** VI0014802  
**Pay** \$63000 Annually  
**Experience** 48 months  
**Education** 12  
**JobSummary** **Responsible for event planning team, including the senior event managers, event managers, associate event managers and administrative assistant. Oversees the administrative processes associated with the pre-event and post event phases of an event and the associated transitions between all event phases. Ensures a seamless turnover from sales to operations and back to sales while consistently delivering a high level of service. Good writing, reading & oral comprehension; basic computer skills; customer and personal service. High School Diploma, 4 years in event management, food and beverage, sales and marketing, 2 years in Hotel & Restaurant Management, Hospitality, Business Admin. Must apply on-line @ careers.marriott.com.**

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### 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.**

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**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](http://www.fintrac.com).**

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**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](http://careers.marriott.com).**

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**Job Title** QUALITY/CONTROL ANALYST  
**Order Number** VI0014580  
**Pay** \$80000 Annually  
**Experience** 120+ months  
**Education** 16  
**JobSummary** **Responsibilities include managing the process of implementing changes to the production systems in a structured, documented, SOX complaint manner and quality automation of the commsoft product. Bachelor's Degree with 10 years in technical, business or management. Full Time Monday-Friday 8:00am-5:00pm. Email resume to [careers@iccv.com](mailto:careers@iccv.com) or apply in person between 8:00m-5:00pm. This position is at Innovative Telephone.**

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**Job Title** INTERNAL AUDITOR, COMPLIANCE/MEDICAL CODING  
**Order Number** VI0014627  
**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@icmeci.com](mailto:careers@icmeci.com).**

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**Job Title**                    **MARKETING & BUSINESS SERVICES ANALYST**  
**Order Number**            VI0014628  
**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@icm cvi.com.**

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**Job Title**                    **CONTROLLER**  
**Order Number**            VI0014704  
**Pay**                             \$65000 Annually  
**Experience**                 60 months  
**Education**                  14  
**JobSummary**                **Oversee the company's Finance function on a day-to-day basis; manage payroll reporting and processing, benefits system, worker's 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 and 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. Bachelor's degree in Accounting, Finance or equivalent; 5 years experience as a Financial Controller or a comparable position in public accounting or auditing. Proven ability to conduct audits, analyze financial risks & internal controls, and consult on business process reengineering projects. Valid V.I. driver's license. Mon - Fri. Resume' can be faxed, or emailed to wtarapani@yahoo.com.**

### Computer & Mathematical

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**Job Title**                    **HELP DESK TECHNICIAN**  
**Order Number**            VI0014760  
**Pay**                             \$40000 Annually  
**Experience**                 24 months  
**Education**                  16  
**JobSummary**                **Responsible for day to day operation and maintenance of company computer and telephone systems. Must be able to indentify technical problems and clearly communicate solutions in a user friendly, professional manner; providing one-on-one end-user training. Primary responsibilities include configuring new personal computers (PCs); maintaining inventory of company hardware & software; resolving end user hardware software issues; training end users on Microsoft Office; ensuring PCs have latest patches for applications, operating systems, anti-malware installed; properly disposing of obsolete electronic equipment; troubleshooting office phone system & company cell phones; assisting the IT manager with network maintenance and other duties as necessary. Bachelor's Degree with 2 years experience in a Windows network. Salary depends on experience. Must email resumes to: careers@icm cvi.com.**

## 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**

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**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.**

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**Job Title** ARCHITECT  
**Order Number** VI0014577  
**Pay** \$30 Hourly  
**Experience** 60 months  
**Education** 16  
**JobSummary** **Must have planning, designing and administering construction projects, and/or engineering and architecture. Bachelor's Degree with 5 years in architecture or civil engineering required. Must have valid driver's license. Temporary for 30-45 days work hours are from 7:00am-5:00pm, 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. Must email resume' to FEMA-NY-LocalHire-Jobs@dhs.gov.**

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**Job Title** MITIGATION SPECIALIST  
**Order Number** VI0014578  
**Pay** \$23 Hourly  
**Experience** 36 months  
**Education** 16  
**JobSummary** **Must have building code enforcement and zoning/planning principles. Knowledge of the National Flood Insurance Program and experience with program application at the local level. Flood plan management experienced desired. Bachelor's Degree with 3-4 years in urban planning and flood plan management 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. Must email resume' to FEMA-NY-LocalHire-Jobs@dhs.gov.**

## Arts, Design, Entertainment, Sports and Media

**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** INSTRUCTIONAL DESIGNER  
**Order Number** VI0014631  
**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@icmcevi.com.

**Job Title** JEWELER/INLAYER  
**Order Number** VI0014759  
**Pay** \$9 Hourly  
**Experience** 12 months  
**Education** 13  
**JobSummary** Complete basic inlay and karat-gold jewelry work under trainer's instruction. Practices and develops learned techniques to improve skills and increase quality and speed of work. Examines jewelry for restrictions in design and inlay limitations; proceeds with inlay using all precautions necessary to complete work. Organizes jobs according to due dates and maintains a clean work area on a daily basis. Participates and satisfactorily completes all assigned training programs. Some college, 1-2 years experience, willing to train. Salary based on experience. Hours 8am-5pm. Mon-Sun. Job is at GEM Manufacturing.

## Protective Services

**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.

**Job Title** LOSS PREVENTION OFFICER  
**Order Number** VI0014633  
**Pay** \$10.75 Hourly  
**Experience** 12 months  
**Education** 12  
**JobSummary** Patrol property. Assist guests with room access. Monitor closed circuit television, perimeter alarm system, duress alarms, and fire safety system. Lock property entrances when required. Conduct daily physical hazard inspection. Respond to accidents, contact EMS or administer first aid/CPR if necessary. Assist guest/employees during emergency situations. Conduct investigations and gather evidence. Conduct interviews with relevant parties. Follow company policies and procedures when reporting accidents, injuries, and unsafe work conditions. Apply on-line @ [careers.marriottvacationclub.com](http://careers.marriottvacationclub.com).

## Food and Lodging

**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](http://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](http://www.westin.jobs). Job is on St. John.

<b>Job Title</b>	<b>HOUSE ATTENDANT</b>
<b>Order Number</b>	VI0014461
<b>Pay</b>	\$9.53 Hourly
<b>Experience</b>	12-36 months
<b>Education</b>	12
<b>JobSummary</b>	<b>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 <a href="http://www.westin.jobs">www.westin.jobs</a>. Job is on St. John.</b>
<b>Job Title</b>	<b>COCKTAIL SERVER</b>
<b>Order Number</b>	VI0014463
<b>Pay</b>	\$7.25 Hourly
<b>Experience</b>	12-36 months
<b>Education</b>	12
<b>JobSummary</b>	<b>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: <a href="http://www.westin.jobs">www.westin.jobs</a>, or if not computer literate, can visit establishment to fill application. Job is on St. John.</b>
<b>Job Title</b>	<b>COOK I, SUSHI</b>
<b>Order Number</b>	VI0014484
<b>Pay</b>	\$17.2 Hourly
<b>Experience</b>	12 months
<b>Education</b>	12
<b>JobSummary</b>	<b>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 <a href="http://careers.ritzcarlton.com">careers.ritzcarlton.com</a>.</b>
<b>Job Title</b>	<b>HOST/HOSTESS, CASUAL DINING</b>
<b>Order Number</b>	VI0014486
<b>Pay</b>	\$11.75 Hourly
<b>Experience</b>	12 months
<b>Education</b>	12
<b>JobSummary</b>	<b>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 @ <a href="http://careers.ritzcarlton.com">careers.ritzcarlton.com</a>.</b>

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**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](http://careers.ritzcarlton.com).**

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**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.**

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**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.**

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**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.**

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<b>Job Title</b>	<b>WAITER/WAITRESS, SEASONAL</b>
<b>Order Number</b>	VI0014502
<b>Pay</b>	\$7.25 Hourly
<b>Experience</b>	12 months
<b>Education</b>	12
<b>JobSummary</b>	<b>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.</b>
<b>Job Title</b>	<b>HOUSEPERSON</b>
<b>Order Number</b>	VI0014504
<b>Pay</b>	\$10.22 Hourly
<b>Experience</b>	months
<b>Education</b>	12
<b>JobSummary</b>	<b>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.</b>
<b>Job Title</b>	<b>TURNDOWN HOUSEKEEPER, PM</b>
<b>Order Number</b>	VI0014507
<b>Pay</b>	\$9.39 Hourly
<b>Experience</b>	12 months
<b>Education</b>	12
<b>JobSummary</b>	<b>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.</b>
<b>Job Title</b>	<b>CHEF DE PARTIE-PASTRY, SEASONAL</b>
<b>Order Number</b>	VI0014523
<b>Pay</b>	\$14.13 Hourly
<b>Experience</b>	36-60 months
<b>Education</b>	13
<b>JobSummary</b>	<b>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.</b>

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**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.**

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**Job Title** PRODUCE CLERK  
**Order Number** VI0014579  
**Pay** \$7.25 Hourly  
**Experience** months  
**Education** 12  
**JobSummary** **Must be able to receive products, prepare, weights, price, and package produce and keep the produce rack rotated and filled to ensure customer requirements are met, and builds customer loyalty by providing exemplary customer service. Ability to read and follow instructions, verbal and written communication skills with basic math. Must be able to lift 50lbs, bend, twist, grasp, reach, push, pull, and use repetitive motion. Ability to visually inspect product for quality work in cold and damp area Valid Health Card required.**

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**Job Title** BARTENDER  
**Order Number** VI0014593  
**Pay** \$8 Hourly  
**Experience** months  
**Education** 12  
**JobSummary** **Responsible for collecting money for drinks served. Check ID to verify age requirements, take beverage orders, clean glasses, utensils, and bar equipment. Mix ingredients, such as liquor, soda, water, and bitters in order to prepare cocktails and other drinks. High School Diploma. Work only on Friday, Saturday and Sunday; 6 months - 1 year experience. Candidate can apply in person at 1:00pm. Position is part-time 20 hours.**

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**Job Title** BANQUET SERVER  
**Order Number** VI0014635  
**Pay** \$10 Hourly  
**Experience** 12 months  
**Education** 12  
**JobSummary** **Prepare coffee breaks, carts, and stations with appropriate food and beverages as stated in Banquet Event Order. Prepare tables, action stations, buffets, service carts, dessert table or carts and cordial carts. Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen. Ensure courses are cleared and tables are properly crumbed. Respond to and try to fulfill any special banquet event arrangements. Replenish buffet items to ensure consistency and freshness in presentation. Monitor tableware to ensure it is presentable to guests. Monitor and maintain cleanliness, sanitation, and organization of assigned station and service areas. Bus tables by removing and separating tableware, plate ware, glassware, and flatware. Follow all company and safety and security policies and procedures. Support team to reach common goals. Ensure adherence to quality expectations and standards. Stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance. Perform other reasonable job duties as requested by Supervisors. Must apply on-line @ [www.careers.marriott.com](http://www.careers.marriott.com).**

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**Job Title** FOOD SERVICE WORKER  
**Order Number** VI0014655  
**Pay** \$9 Hourly  
**Experience** 24 months  
**Education** 12  
**JobSummary** **Responsible for stocking retail cafeteria stations as per the assignment sheet for all meal services. Provide friendly fast and courteous service to cafeteria customer and clean stations after all meal and remove unused food products and store as directed. Record food temperatures and corrective actions if necessary on serving line for all meals and prepare desserts for lunch meal. Prepare daily food samples, label and store. Ability to operate cash register and handle cash to relieve cashier when needed. Attend daily pre service meetings and complete other assignment as instructed by supervisor. Part-time & full-time positions; High School Diploma with 2 years experience, Work week 5 days. Valid V.I. Health Card.**

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**Job Title** HOUSEKEEPER  
**Order Number** VI0014660  
**Pay** \$10 Hourly  
**Experience** 12 months  
**Education** 12  
**JobSummary** **Duties include cleaning and preparation of units between guest visits; restroom cleaning; washing, drying and folding laundry; general camp wide cleaning; sweeping and other property general housekeeping tasks. High level of physical fitness and tolerance for hot weather. The hillside campground and studios are connected by boardwalks and stairways in the full sunlight the work can be somewhat strenuous. Work on weekends and holidays will be required. Valid Driver's License and the ability to drive a standard transmission vehicle is a plus and police background check will be required. Job is on St. John.**

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**Job Title** SERVER  
**Order Number** VI0014728  
**Pay** \$7.25 Hourly  
**Experience** 24 months  
**Education** 12  
**JobSummary** **Waiting tables, set-up and break-down, order taking, backing-up the bartender. Some light prep of appetizers and desserts as well as assisting with general cleanup. Excellent math skills and ability to work as part of a team will be needed. Part-time Seasonal positions. Valid health card, background check required. High School Diploma, 2 years experience. \$7.25 per hour (tips included). Must email resume' to jobs@maho.org.**

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**Job Title** DISHWASHER  
**Order Number** VI0014729  
**Pay** \$9 Hourly  
**Experience** months  
**Education** 12  
**JobSummary** **Dishwashing, set-up and break-down of kitchen as well as assisting with clean-up. Ability to work as part of a team will be needed. Will involve lifting of moderate weight and bulky items. Strong customer service skills, flexibility in scheduling, ability to work on weekends and holidays will be required. Full-time Seasonal positions. Valid health card, background check required. High School Diploma. Must email resume' to jobs@maho.org.**

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**Job Title** RESTAURANT UTILITY/PREP-RUNNER  
**Order Number** VI0014731  
**Pay** \$9 Hourly  
**Experience** 24 months  
**Education** 12  
**JobSummary** **Set-up and break-down, basic food prep, as well as assisting with clean-up and dishwashing. Ability to work as part of a team will be needed. Will involve lifting of moderate weight and bulky items. Strong customer service skills, flexibility in scheduling, ability to work on weekends and holidays will be required. Full-time Seasonal positions to start Dec. 15, 2010. Valid health card, background check required. High School Diploma, 2 years experience. Must email resume' to jobs@maho.org.**

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**Job Title** COOK, LINE  
**Order Number** VI0014733  
**Pay** \$10 Hourly  
**Experience** 24 months  
**Education** 12  
**JobSummary** **Work in all areas of food service operation, food prep, and production. Experience on grill and saute'. Knowledge of a convection cooking. Must have a positive personality and excellent customer service skills. Work schedule requires evenings and weekends. Full-time Seasonal positions to start Dec. 15, 2010. Valid health card and background check required. High School Diploma, 2 years experience. Must email resume' to jobs@maho.org.**

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**Job Title** COOK, EVENING  
**Order Number** VI0014735  
**Pay** \$12 Hourly  
**Experience** 48 months  
**Education** 12  
**JobSummary** **Evening Cook for all areas of food service operation, food prep, and production. Experience on grill and saute'. Knowledge of a convection cooking. Must be a team leader and have good leadership skills. A positive personality and excellent customer service skills. Work schedule requires evenings and weekends. Full-time Seasonal positions to start ASAP. Valid health card and background check required. High School Diploma, 4 years experience. Must email resume' to jobs@maho.org.**

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**Job Title** CAFETERIA STATION ATTENDANT  
**Order Number** VI0014771  
**Pay** \$10.83 Hourly  
**Experience** 12 months  
**Education**  
**JobSummary** **Assist Chef in monitoring the quality of food that is prepared and the portions that are served. Ensure proper portion, arrangement, and food garnish to be served. Set-up, clean and break-down work station. Wash and disinfect kitchen area including tables, tools, knives, and equipment. Prepare ingredients for cooking including portioning, chopping, and storing. Wash and peel fresh fruits and vegetables. Prepare and cook food. Able to lift, move, push, pull or carry at least 25 pounds without assistance. High School diploma or GED, 1 year experience; Valid V.I. Health Card required. Must apply on-line @ careers.marriott.com.**

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**Job Title** HOUSEKEEPER, PM  
**Order Number** VI0014797  
**Pay** \$11.05 Hourly  
**Experience** months  
**Education** 12  
**JobSummary** Responds promptly to requests from guests and other departments. Fill cart with supplies and transport cart to assigned area. Enter guest rooms following procedures for gaining access to ensuring vacancy before entering. Replace dirt linens and terry with clean items. Make beds and fold terry. Clean bathrooms. Remove trash, dirty line, and room service items. Check that all appliances are present in the room and in working order. Straighten desk items, furniture, and appliances. Dust, polish, and remove marks from walls and furnishings. Vacuum carpets in guest rooms and hallway. Move, lift, carry, push, pull, and place objects weighing less than 25 pounds without assistance. Reach overhead and below the knees, including bending, twisting, pulling and stooping. Stand, sit, walk for an extended period of time. Position is Part-time, PM shift. Apply on line [www.careers.marriott.com](http://www.careers.marriott.com)

### Building and Grounds Cleaning and Maintenance

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**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.

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**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** 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** SALESPERSON, OUTSIDE  
**Order Number** VI0014620  
**Pay** \$350 Weekly  
**Experience** 12 months  
**Education** 12  
**JobSummary** Visit established accounts to sell and promote merchandise our various lines of groceries, such as candies, beverages, and pharmaceuticals. Must have own transportation, good handwriting and good with figures. Valid V.I. Driver's License required. Employer will pay mileage for use of vehicle. Mon - Sat. Hours 8 am. - 5 pm.

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**Job Title** SALES REPRESENTATIVE  
**Order Number** VI0014670  
**Pay** \$7.25 Hourly  
**Experience** 12 months  
**Education** 12  
**JobSummary** **Responsible for selling musical instruments, paraphernalia, books, CDs, taking inventory. Must be computer literate and be able to use an adding machine, can lift boxes with merchandise, be pleasant and have good communication skills. Be able to interact with customers, work from 9:00am-6:00pm Holidays & Sundays, bilingual a plus and be able to work overtime periodically. Must fax resume and call for appointment.**

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**Job Title** ACCOUNT EXECUTIVE  
**Order Number** VI0014739  
**Pay** \$15000 Annually  
**Experience** 12+ months  
**Education** 16  
**JobSummary** **Sell or solicit radio advertising time. Must be able to work independently and as part of a sales team in a fast paced environment, and have own vehicle. Bachelor's degree, 1+ year experience. Salary plus commission. Can fax or email resumes to JOBS@AMG.VI.**

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**Job Title** SALES ASSOCIATE  
**Order Number** VI0014761  
**Pay** \$8 Hourly  
**Experience** months  
**Education** 12  
**JobSummary** **Greet customers, answer phone, computer literate. Must be polite, punctual, dependable, pleasant, honest and have a good attitude. Must call for an appointment.**

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**Job Title** SALES REPRESENTATIVE  
**Order Number** VI0014769  
**Pay** \$10.5 Hourly  
**Experience** 12-24 months  
**Education** 13  
**JobSummary** **Knowledge in billing procedures and equipment usage to customer and follow-up with customer after the sale to guarantee product, customer satisfaction and process customer bill payment. Answer basic customer service questions and make outbound calls and perform back office duties including inventory and repair, accessory stock, shipping and receiving of repairs with third party repair vendor and basic handset repairs or system. Some College and 1-2 years experience. Flexible work hours between 8:00am-6:00pm. Valid V.I. Driver's license required. Must email resume to hr@choice.vi.**

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**Job Title** WELCOME SPECIALIST  
**Order Number** VI0014770  
**Pay** \$10.2 Hourly  
**Experience** 12-24 months  
**Education** 13  
**JobSummary** **Responsibilities for greet new and existing customers promptly and professionally in order to encourage a positive customer experience in the retail store. The Greeter assesses the customer's situation to determine the sales/service request as well as type and quality of merchandise desired. Must maintain control of the customer queue and promote display product features to customers. Some College 1-2 years experience. Flexible work hours between 8:00am-6:00pm. Valid V.I. Driver's license required. Must email resume to hr@choice.vi.**

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**Job Title** CASHIER  
**Order Number** VI0014792  
**Pay** \$7.5 Hourly  
**Experience** 06 months  
**Education** 12  
**JobSummary** **Must have retail experience for busy retail store with good attitude and customer service. Excellent math skills and computer literate. High School Diploma required. Employer willing to train. Position is part-time. Salary base on experience. Email resumes to marinearclerk@yahoo.com.**

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**Job Title** DRIVER, MERCHANDISE  
**Order Number** VI0014795  
**Pay** \$135 Daily  
**Experience** 12-36 months  
**Education** 12  
**JobSummary** **Check accuracy and stability of the load. Deliver products to customers. Merchandise, display and rotate products according to company standards. Invoice and collect monies due. Pick up company property. Secure company assets. Ensure compliance with regulatory and company policies and procedures. Settle all accounts daily. High School Diploma or GED preferred; 1-3 years of general work experience required; 1+ years of commercial driving experience preferred. Local delivery experience. Prior grocery store and/or consumer products experience a plus. Ability to operate a two or four wheel dolly. Familiarity with DOT regulations. Ability to work with minimal supervision. Valid V.I. driver's license & driving record required. Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach. Work hours 7 am. - 4 pm. Mon - Fri, Full-time. Must apply on-line at [www.enjoycareers.com](http://www.enjoycareers.com).**

#### **Office and Administrative Support (Clerical, Secretarial & Office)**

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**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.**

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**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.

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**Job Title** SERVICE REPRESENTATIVE  
**Order Number** VI0014622  
**Pay** \$8.3 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](http://www.firstbankvi.com).

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**Job Title** PASSENGER SERVICE AGENT  
**Order Number** VI0014654  
**Pay** \$8 Hourly  
**Experience** 12 months  
**Education** 12  
**JobSummary** Supports management through the coordination of overall operations within an assigned functional area. Conducts agent observations and associated activities. Assists management in the completion of administrative duties to include the maintenance of required departmental records. Agents performs manual check in, baggage check in; jet way operation; paperwork on arrivals and departures; collect charges; transport passengers' communicate with passengers, catering and fueling companies; check and ramp marshal aircraft. Maintain supplies and inventory control logs. Must possess substantial experience in both RES and DECS modes of SABRE. A working knowledge of PC's is required. A thorough understanding of FLIFO. Ability to work weekends, holidays and days off. High School Diploma or GED. Previous operational experience required preferably passenger service; 1 Year experience; Must be able to lift 75 pounds. Must submit current police report along with application. If accepted, will have to undergo fingerprinting with the VIPA, be issued a VIPA I.D. badge, and drug testing required. Must call to make appointment. Part-time position available, shift work.

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**Job Title** BILLING ANALYST  
**Order Number** VI0014669  
**Pay** \$55000 Annually  
**Experience** 24 months  
**Education** 13  
**JobSummary** **Responsible to work with customer accounts in the billing system and to make adjustments and corrections. Duties will include setting up accounts in CRM for billing and account maintenance; troubleshooting "issue" accounts for customer care; repairing customer bills including proper re-billing requirements; conducting quality assurance checks on set of sample bills; training customer care agents in use of CRM and billing program; assisting Billing Manager in production of billing runs. A minimum of a two year degree is required, four year college degree preferred. Must have the ability to understand and explain complex energy and utility billing issues including calculation of total charges, rates, consumption, prior period adjustments, application of discounts, credits, re-bills, etc. Should have a good knowledge of MS-Office tools and be proficient in the use of MS-Excel. E-mail resume' ONLY humanresources@glacialenergy.vi.**

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**Job Title** ACCOUNTING COORDINATOR  
**Order Number** VI0014673  
**Pay** \$12.25 Hourly  
**Experience** 12 months  
**Education** 12  
**JobSummary** **Check figures, postings, and documents for mathematical accuracy and proper coding. Organize, secure, and maintain files, records, cash and cash equivalents in accordance with policies and procedures. Record, store, access, and/or analyze computerized financial information. Perform other reasonable job duties as requested by supervisors. Apply on line @ www.careers.marriott.com**

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**Job Title** INFORMATION SPECIALIST  
**Order Number** VI0014699  
**Pay** \$15600 Annually  
**Experience** 24 months  
**Education** 16  
**JobSummary** **Ability to negotiation between parties, can prepare and conduct trainings/presentations, record keeping, computer literate familiar with word processing and desktop publishing. Must have interpersonal relationship skills. Associate's & Bachelor's Degree with 2 years experience. Position is part-time salary basis on experience. Call for an appointment and fax resume.**

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**Job Title** ACCOUNTING STAFF  
**Order Number** VI0014750  
**Pay** \$40000 Annually  
**Experience** 24 months  
**Education** 14  
**JobSummary** **Must reconcile and maintain balance sheet accounts and analyze monthly income statements. Assist in the development of budgets, forecasts and prepare journal entries, monthly closings and preparation of monthly financial package to management and account/bank reconciliations. The preparation of support for and coordination of the audit process. Associate's Degree in Accounting, 2 years experience in billing. E-mail resumes to humanresources@glacialenergy.vi.**

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**Job Title** SECRETARY  
**Order Number** VI0014790  
**Pay** \$8 Hourly  
**Experience** 06-12 months  
**Education** 12  
**JobSummary** **Must be responsible, neat, personable and mature person to work a very busy automotive retail counter. Must have some computer skills and knowledge of cars and parts. Employer will train. High School Diploma with 6 months to 1 year experience in automotive parts. Full-time position. Shifts 8:00am-5:00pm or 9:00am-6:00pm. Fax resumes ONLY.**

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**Job Title** ADMINISTRATIVE ASSISTANT  
**Order Number** VI0014791  
**Pay** \$30000 Annually  
**Experience** 12-24 months  
**Education** 13  
**JobSummary** **Responsible for assisting customers with all questions/support needs including technical troubleshooting with internet connectivity, cell phone issues, billing questions/issues, service problems, coverage area, promotions, store locations/hours, etc. Must have excellent verbal and written communication skills. Desktop computer skills (Microsoft Office) required. Must be able to deal with difficult customers with professionalism and team player. Flexible hours including weekends. Some College 1-2 years experience. Flexible work hours between 8:00am-5:00pm. Must email resume to hr@choice.vi.**

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**Job Title** GUEST SERVICE REPRESENTATIVE  
**Order Number** VI0014796  
**Pay** \$9 Hourly  
**Experience** 12 months  
**Education** 12  
**JobSummary** **Organize, confirm, process, and conduct all guest check-ins/outs, room reservations, requests, changes, and cancellations. Secure payment, verify and adjust billing. Activate and file room keys. Process guest requests and relay messages. Print contingency guest lists for emergency purposes. Must be able to communicate in a clear and professional manner., develop and maintain positive working relations and support team in reaching common goals. Full-time, shift position available. Apply at [www.careers.marriott.com](http://www.careers.marriott.com).**

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**Job Title** SERVICE REPRESENTATIVE  
**Order Number** VI0014803  
**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](http://www.firstbankvi.com).**

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**Job Title** SERVICE REPRESENTATIVE  
**Order Number** VI0014804  
**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](http://www.firstbankvi.com).**

### Construction and Extraction

**Job Title** HELPER/CONSTRUCTION  
**Order Number** VI0014777  
**Pay** \$10 Hourly  
**Experience** 24 months  
**Education** 12  
**JobSummary** **To assist Carpenter and Mason in construction/repairs as well as painting and other general duties. Temporary until 01/31/11; Mon - Fri; High School Diploma, 2 years experience. Must call for appointment. Program requires applicant must reside in Savan in order to be qualified.**

### Installation, Maintenance and Repair

**Job Title** AC & APPLIANCE SERVICE TECHNICIAN  
**Order Number** VI0014621  
**Pay** \$20 Hourly  
**Experience** 36 months  
**Education** 13  
**JobSummary** **Service and install A/C systems for business/residential. Must have knowledge of electricity, plumbing and brazing skill. Must have EPA Type II Certified and A/C Technician Certificate from a Licensed Technical Training School. High School Diploma and at least 3 years experience. Job start date 11/1/10. Job is St. John.**

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**Job Title** MAINTENANCE TECHNICIAN  
**Order Number** VI0014726  
**Pay** \$20000 Annually  
**Experience** 12 months  
**Education** 12  
**JobSummary** **Maintenance and repair of restaurant equipment to include small refrigeration equipment and AC units etc. Make sure all equipment meet food & quality safety requirements. Basic computer skills in data entry. Train workers about proper usage of equipment. Report to Managers. Minor electricity & plumbing if needed. Certification in Refrigeration or Electrical. High school diploma, 1 year experience. Reference check & police record required. Shift work involved. Valid health card. Full-time position. Can fax resume' or email resume' to [lisafontenelle@yahoo.com](mailto:lisafontenelle@yahoo.com). Job is at Lisa's Business Services.**

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**Job Title** MAINTENANCE WORKER  
**Order Number** VI0014782  
**Pay** \$10 Hourly  
**Experience** 24 months  
**Education** 13  
**JobSummary** Responsibilities are to examine equipment for damages and non-working, fix or recommend repair and follow-up with vendor. Must perform miscellaneous basic repairs using various hand tools and basic level repair, work with 110 voltages. Organize jobs according to due dates and maintain a clean work area on a daily basis. Assist with checking and cleaning of AC units and participates and satisfactorily completes all assigned tasks and capable of doing runs around town. Performs other related duties as requested by supervisory personnel. Must have a valid driver's license. High School Diploma & Somme College with 2 years experience. Background check required. Work days are Monday-Friday between 7:30am-5:00pm (flexible). Position is Temporary part-time and full-time from December, 2010 to June, 2011. Salary based on experience. Email resume to nicole@gemvi.com or fax resume. Job is at GEM Manufacturing.

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**Job Title** TEXTILE WORKER, FULL-TIME  
**Order Number** VI0014798  
**Pay** \$7.25 Hourly  
**Experience** 06 months  
**Education** 12  
**JobSummary** Must possess a strong work ethic, be able to work in high heat and humidity, handle stairs climbing with a load, be attentive to detail and work well independently as well as with a team. Must have experience in carpentry, plumbing and electrical. Valid VI Driver's License required. This is an on property position with free housing and meals included. Seasonal full-time between 35-40 hours per week from 11/15/10 to 6/15/11. Email to work@maho.org with a cover letter and resume. Job is on St. John.

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**Job Title** TEXTILE WORKER, PART-TIME  
**Order Number** VI0014799  
**Pay** \$725 Hourly  
**Experience** 06 months  
**Education** 12  
**JobSummary** Must possess a strong work ethic, be able to work in high heat and humidity, handle stairs climbing with a load, be attentive to detail and work well independently as well as with a team. Must have experience in carpentry, plumbing and electrical. Valid VI Driver's License required. This is an on property position with free housing and meals included. Seasonal part-time between 20-25 hours per week from 11/15/10 to 7/15/11. Email to work@maho.org with a cover letter and resume. Job is on St. John.

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### Transportation and Material Moving

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**Job Title** STOREKEEPER  
**Order Number** VI0014462  
**Pay** \$8.95 Hourly  
**Experience** 12-24 months  
**Education** 12  
**JobSummary** 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](http://www.westin.jobs), or if not computer literate, can visit establishment to fill application. Job is on St. John.

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**Job Title** RAMP AGENT  
**Order Number** VI0014653  
**Pay** \$7.5 Hourly  
**Experience** months  
**Education** 12  
**JobSummary** **Loading and unloading of cargo on and off the aircraft; the transporting of cargo between terminals and aircraft; the ramp transfers of cargo where required; the receiving, delivering, and physical handling of freight and company material, export at the designated express docks, mail and baggage in the outbound baggage room; the completion of forms and messages related to and necessary for the performance of the s=designated locations of the functions described. the cleaning and servicing of cabin interiors, including cockpit and lavatories. High School Diploma or GED. Valid V.I. Driver's License. Must be able to lift 70 pounds in and out aircraft withing confined cargo areas, push, pull, and position loaded containers on rollers with/to aircraft. Must submit current police report along with application. If accepted, will have to undergo fingerprinting with the VIPA, be issued a VIPA I.D. badge, and drug testing. Must call to make appointment. Part-time position available, rotating shift work.**

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**Job Title** SHUTTLE  
**Order Number** VI0014756  
**Pay** \$7.35 Hourly  
**Experience** 12 months  
**Education** 12  
**JobSummary** **Must clean and inspect all vehicles to quality standard, drive vehicles in a safe manner and ensure work area is clean and free of hazards. Perform other duties as required. Must pass a drug test and qualify for Port Authority ID. Valid VI driver's license, clean driving record and a positive upbeat attitude necessary. Must be a team player and flexible to work nights, weekends and holidays. Must call for appointment before sending customer.**