



Department Of Labor
Friday, December 03, 2010
U.S. Virgin Islands

Management

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 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.
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.

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@icmcevi.com.**

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.**

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'.**

Job Title DIRECTOR OF NURSING
Order Number VI0014703
Pay \$65000 Annually
Experience 24-36 months
Education 16
JobSummary **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.**

Job Title MANAGER, BUSINESS SALES
Order Number VI0014706
Pay \$70000
Experience 60-84 months
Education 16
JobSummary **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.**

Job Title MAINTENANCE SUPERVISOR
Order Number VI0014721
Pay \$14.1 Hourly
Experience 24 months
Education 14
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. Technical Trade or Vocational School; 2 years experience. Apply @ careers.marriott.com.**

Job Title MARKETING SUPERVISOR
Order Number VI0014723
Pay \$36000 Annually
Experience 60+ months
Education 12
JobSummary **Analyze/follow marketing plans budget control. Great attitude, customer service oriented. Decision making & 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 & gas allowance will be provided. Reference check & 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.**

Job Title RESTAURANT MANAGER
Order Number VI0014724
Pay \$30000 Annually
Experience 36 months
Education 12
JobSummary 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 & 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.

Job Title ASSISTANT RESTAURANT MANAGER
Order Number VI0014725
Pay \$23000 Annually
Experience 36 months
Education 12
JobSummary Recruits, leads and develop employees to execute excellent customer service skills. Educate & 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 & 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.

Job Title SALES COORDINATOR
Order Number VI0014744
Pay \$12 Hourly
Experience 24 months
Education 12
JobSummary 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.

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.

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@icmcvi.com.
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@icmcvi.com.
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
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.

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.**

Job Title RESERVATIONS MANAGER
Order Number VI0014824
Pay \$42000 Annually
Experience 48 months
Education 14
JobSummary **Maintains the transient rooms inventory for the property and responsible for maintaining transient revenue. Releases group rooms back into general inventory and ensures clean booking windows for customers. Recommends pricing and positioning of cluster properties. Oversees the inventory management system to verify appropriateness of agreed upon selling strategies. Provides revenue management functional expertise to cluster general managers, leadership teams and market sales leaders. Ensure property strategies conform to brand philosophies and initiatives. Ensures that sales strategies and rate restrictions are communicated, implemented and modified as market conditions fluctuate. Prepare sales strategy meeting agenda, supporting documentation. Leads efforts to coordinate strategies between group sales offices. Support cluster selling initiatives by working with all reservation centers. Associate's Degree in Business Admin, Finance and Accounting, Economics, Hotel and Restaurant Management or related field; 4 years experience in the revenue management, sales and marketing, or related professional area. Full-time position. Apply on line. www.careers.marriott.com.**

Job Title PUBLIC RELATIONS MANAGER
Order Number VI0014827
Pay \$45000 Annually
Experience 48-72 months
Education 16
JobSummary **Responsible for planning and directing public relations programs for the System. Establish and maintain effective working relationships with local government officials, representatives of the community, public interest groups, and media representatives. Evaluate advertising and promotion programs for compatibility with public relations efforts. Develop and maintain the System's image and identity, which includes the use of logos and signage. Write interesting and effective press releases, prepare information for media kits. Arrange promotional campaigns for the System. Respond to requests for information from the media. Create all advertising, including posters, flyers, mailers for the System. Manage communications budgets. Prepare briefing documents, talking points, presentations, and organizational announcements. Support additional communications efforts, as required. Bachelor's degree in communication, business, public relations, public affairs, journalism, media or another related field; 4-6 years professional public relations, marketing or sales experience. Computer literate in Microsoft Office. Must submit a cover letter, resume' and three (3) professional letters of recommendation by December 17, 2010.**

Business and Financial Operations

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	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 or apply in person between 8:00m-5:00pm. This position is at Innovative Telephone.

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@icmvi.com.

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@icmvi.com.

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.**

Job Title BOOKKEEPER
Order Number VI0014831
Pay \$40000 Annually
Experience 120 months
Education 16
JobSummary **Must perform duties as a Bookkeeper, Property Manager and Business Administrator for small office. Will perform all accounting and administrative functions and A/P, A/R, payroll, billing, collections, payroll/ gross receipts taxes/other government forms. taxes, government forms, deposits, bank reconciliations, financial reporting, budgeting, human resources, risk management, customer relations, etc. Must handle all leasing and property management functions as well as all office management functions. Must have excellent computer skills including Word, Excel & QuickBooks or other accounting software; strong written & oral communication skills; confident, well organized, attentive to details, comfortable working with numbers and customers. Must take pride and ownership in position. Bachelor's Degree with 10 years experience in Bookkeeping/management. Bookkeeping test given. Work days are Monday-Friday from 8:00am-5:00pm. Job start date 01/15/11. Position is full-time.**

Computer & Mathematical

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@icmcvi.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**

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.**

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.**

Legal

Job Title EXECUTIVE DIRECTOR
Order Number VI0014829
Pay \$75000 Annually
Experience 60 months
Education
JobSummary **Supervise the legal work and perform other managerial duties in the St. Thomas office, and carry out all duties of an experienced staff attorney. A minimum of 5 years experience as a legal service attorney or related experience, past management experience and/or experience in supervising the legal work of attorneys and paralegals or demonstrated ability to do so. Licensed to practice law in the United States Virgin Islands or any other jurisdiction in the US. If not licensed in the VI must take and pass the required portions of the VI Bar within one year of the effective date of employment. Must be computer proficient. Resume' can be mailed, faxed or email to stxoffice@legalservicesvi.org. Position is at Legal Services, St. Thomas.**

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@icmvi.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.

Job Title BROADCAST ENGINEER TECNICIAN
Order Number VI0014811
Pay \$51500 Annually
Experience 36 months
Education 14
JobSummary Responsible for maintaining and repairing all equipment at facilities including but not limited to videotape machines, studio cameras, video switchers, audio mixers, sound systems, equipment/computer interfaces and software, video editing systems, microwave systems, analog broadcast transmitters, character generators, television monitors, distribution amplifiers and power supplies. Assist the Chief Engineer in the design and construction of "custom-made equipment" to be used within the facility and all other engineering related duties. Formulate and maintain accurate and complete engineering records. Instruct and/or train new personnel. Associate's Degree in Broadcast Engineering, plus 3 years technical experience in TV Broadcasting Industry. Ability to work flexible hours and be on-call for station emergencies. Ability to lift 50 pounds and ability to climb 75 feet on the tower. Good working knowledge of three phase AC systems. Full-time position. Must submit a cover letter, resume' and three professional letters of recommendation by December 17, 2010.

Job Title	ASST CHIEF ENGINEER
Order Number	VI0014814
Pay	\$54000 Annually
Experience	48-72 months
Education	14
JobSummary	Manages and oversees the broadcasting maintenance engineers and master control and audio operators staff who support the technical and operations aspect of the facilities. Oversees studio, transmitter, building plant engineering and systems maintenance. Supervises installation and maintenance of television broadcast and related equipment. Will act as project manager on large installations. Assists in designing and configuring the operating environment systems. Assists with documentation of engineering systems. Update logs and execute checklists to discover equipment and system anomalies. Provides continuous training and supervision of Master Control operators on systems. Associates Degree in Broadcast Engineering or similar degree, plus 4-6 years of technical service in the TV Broadcasting Industry. Member of the Society for Broadcast engineers, SBE Certification preferred. Must have requisite skills to perform needed analysis of high power RF systems, microwave systems and video and audio switching, servers, satellites, transmission digital equipment for television and computer network systems and remote control systems. Current FCC general radio telephone license. Ability to lift and carry 50 lbs. Valid V.I. Driver's License required. Must submit a cover letter, resume' and three (3) letters of recommendation by December 17, 2010.

Protective Services

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.

Food and Lodging

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 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.**

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.**

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.**

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.**

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

Job Title BARTENDER
Order Number VI0014822
Pay \$7.25 Hourly
Experience 12 months
Education 12
JobSummary Enthusiastically greet customers; accurately take orders; fill and deliver orders to customers; and accurately count, verify, and balance funds during the scheduled work shift. Must be constantly aware of the length of wait time for each customer. Will be held accountable for funds collected during scheduled shifts, as well as, accurately documenting receipts/vouchers, credit cards, currency, etc. High School Diploma, 1 year experience, valid health card. Employer is willing to do some training. Part-time, 25 hours per week, flexible schedule. Police record (no later than two (2) months after being hired) and valid health card, five (5) years of residence and ten (10) years of previous employment or school history, without gaps of three (3) months required. Also hired applicants must be finger printed and needs two (2) passport photos payable by applicant. \$7.25 per hour, tips included. Can email resume' @ cvprince@cintl.com.

Job Title CONCEPT ATTENDANT
Order Number VI0014823
Pay \$7.75 Hourly
Experience 12 months
Education 12
JobSummary Greet all customers in a warm and friendly manner. Maintains cleanliness of restaurants, which includes but is not limited to, trash removal, dishwashing, sweeping and mopping floors, cleaning tables, countertops, food prep area, display cases and restaurant equipment. Perform restaurant opening and closing duties. to include food preparation, stocking and rotating product, setting up displays, etc. Verify cash drawer/bank and completes appropriate paperwork. Processes orders and accepts payments. Maintains orderly appearance of register area and stocks supplies as needed. Additional duties assigned. Police record (no later than two (2) months after being hired) and valid health card, five (5) years of residence and ten (10) years of previous employment or school history, without gaps of three (3) months required. Also hired applicants must be finger printed and needs two (2) passport photos payable by applicant. Shift 6 am.-12 pm. Mon - Sun. Can email resume' @ cvprince@cintl.com.

Job Title	LOBBY AMBASSADOR
Order Number	VI0014825
Pay	\$12.5 Hourly
Experience	12 months
Education	12
JobSummary	Engage hotel guests to enhance the service experience through activation of all outlet services within the lobby area (e.g. Restaurant & Bar, Front Desk, Business Center, Lounge, etc.). Respond to guest requests for special arrangement or services (e.g. transportation, reservations, dry cleaning) by making arrangements or identifying appropriate providers. Respond to special requests from guests with unique needs and follow-up to ensure satisfaction. Gather, summarize, and provide local area knowledge to inform guests about the property and the surrounding area amenities, including special events and local activities. Contact appropriate individual or department (e.g. Bell person, Housekeeping, Food & Beverage Server) as necessary to resolve guest call, request or problem. Assistant management in training, motivating and coaching employees. Serve as a role model and first point of contact of the Guarantee of Fair Treatment/Open Door Policy Process. High School Diploma or GED equivalent, 1 year related work experience. Full-time position. Apply on line. www.careers.marriott.com.

Sales and Related

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.

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.

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.

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.**

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.**

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 dales/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.**

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.**

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.**

Job Title GROCERY CLERK
Order Number VI0014830
Pay \$7.25 Hourly
Experience months
Education 12
JobSummary **Stocking groceries, off loading trailers, checking dates on merchandise, operating forklift machine, etc. and also assist where needed. Some bending, reaching & pulling; lifting up to 25 pounds. Part-time position, flexible hours & days.**

Office and Administrative Support (Clerical, Secretarial & Office)

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.**

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.**

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**

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.**

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.**

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.**

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.Part-time, shift position available. Apply at www.careers.marriott.com.**

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.**

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.**

Job Title GUEST SERVICE REPRESENTATIVE
Order Number VI0014826
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.

Installation, Maintenance and Repair

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. Job is at Lisa's Business Services.

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.

Transportation and Material Moving

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.**

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.**