



Department Of Labor
Friday, July 08, 2011
U.S. Virgin Islands

Management

Job Title	CONSTRUCTION FOREMAN
Order Number	VI0015496
Pay	\$17.5 Hourly
Experience	36-48 months
Education	12
JobSummary	<p>Ensures the crew at construction site is carrying out their tasks well and everything is going according to plan. Assessing job priorities and assigning employees to appropriate job sites. Making sure employees have tools and equipment needed for job in order to ensure a good output. Overseeing the work and making sure it runs smoothly and as per plan. Making sure safety precautions are followed including updating safety kits in case of any emergencies. Help with training new employees as they learn new tasks. Communicating with supervisor regarding the crew both positive and negative. Giving clean directions to workers as to what needs to be done. Making sure company rules are followed by crew. Evaluate quickest and easiest way to a job without sacrificing quality of the work being done. Ensure tools such as sprayers, ladders, and traps are brought back from job sites. If possible collect final payment as of contract. Hold weekly job site safety meeting and record in log for future reference. Valid V.I. Driver's license, own work boots, background check & drug testing required. High school diploma, 3-4 years experience. Must fax or email resume' to sphillips@aeg.cc. Job is temporary for 9 - 12 months, to start June 1, 2011. See CSR for application.</p>

Healthcare

Job Title	SURGICAL TECHNICIAN
Order Number	VI0015653
Pay	\$18 Hourly
Experience	12-60 months
Education	13
JobSummary	<p>To assist in surgery and perform sterilization & processing of instruments. Will also be responsible for inventory, oversight of terminal cleaning of procedure rooms. Must have the ability to organize and prioritize workload, ability to work independently and the physical ability to perform the duties of the position. Must have experience setting up surgical procedures in Urology and the following current certificates: Certified Surgical Technician, Basic Cardiac Life Support (BCLS), Cardiopulmonary Resuscitation (CPR) and Certification Board for Sterile Processing & Distribution encouraged (CBSPD). Hours 9 am. - 5 pm. Mon - Fri, however, there will be days each week where person will need to arrive early or stay late for procedures. Some college & 1-5 years experience. Salary depends on experience. Must submit salary requirements with resume' via email to yppracticemanager@viurology.com.</p>

Sales and Related

Job Title	SALES ASSOCIATE
Order Number	VI0015642
Pay	\$7.25 Hourly
Experience	36 months
Education	12
JobSummary	Sell merchandise using necessary skills to initiate, complete and follow through on sales. Greet and approach customers quickly and acknowledge waiting customers. Determine customers needs by questioning effectively. Advises customer on quality, cuts, or value of jewelry, gems and/or loose diamonds, as well as, the mountings or settings. Mon - Sun, full-time position. High School Diploma, 3 years experience. Employers is willing to do some training, background check and employment testing required. Salary + commission on all sales.

Office and Administrative Support (Clerical, Secretarial & Office)

Job Title	MULTI-LINE CLAIMS ADJUSTER
Order Number	VI0015641
Pay	\$60000 Annually
Experience	60-84 months
Education	16
JobSummary	Multi-Line Claims Adjuster To demonstrate organizational, computer and property estimating skills, ability to market, sell and attract new business as well as maintain existing relationships; knowledge of coverage's time & expense billing practices and litigation/subrogation management; capacity to travel when necessary and an infectious positive attitude. Should have at least 5-7 years experience in handling property and casualty claims, with heavy emphasis in handling commercial claims. Bachelors Degree; full-time position; Mon - Fri. Salary based on experience + bonus prog. Offers excellent benefits, including competitive compensation, vacation, medical, dental, vision, short and long term disability, life insurance and a 401(k) Plan. Must email resume to rneal@vericclaiminc.com.

Management

Job Title OUTLET MANAGER
Order Number VI0015693
Pay \$47000 Annually
Experience 36 months
Education 16
JobSummary **Develop, implement and maintain quality standards for outlets, including supervision and direction of service staff. Ensure excellent customer service. Bachelor's Degree with 3-5 years experience and a valid V.I. Health Card. Apply on-line at www.westin.jobs. Job is on St. John**

Job Title VACATION SERVICES COORDINATOR
Order Number VI0015699
Pay \$10.15 Hourly
Experience 12 months
Education 16
JobSummary **Responsible for offering assistance and/or information to guests and visitors regarding the hotel and its facilities and the surrounding area with its restaurants and attractions. Answer questions regarding and/or making arrangements for dining, entertainment sport events, recreation, tours, health and beauty services, child care, transportation, religious worship, cultural activities, shopping, floral service and other services. Master's Degree with 1-3 years experience. Position is part-time. Apply on-line at www.westin.jobs. Job is on St. John.**

Food and Lodging

Job Title SERVER
Order Number VI0015695
Pay \$7.25 Hourly
Experience 12 months
Education 12
JobSummary **Responsible for serve food and beverage items to customers in a friendly, enthusiastic, professional, and timely manner. Background check and drug test required. Salary includes tips. Part-time position, Valid V.I. Health Card. Apply on-line at www.westin.jobs. Job is on St. John.**

Building and Grounds Cleaning and Maintenance

Job Title HOUSEKEEPER
Order Number VI0015739
Pay \$8 Hourly
Experience 0 months
Education 11
JobSummary **Responsible for sweeping, mopping, dusting and washing at the house or office. Work three(3) day per week. Candidate can apply in person between 8:00am-5:00pm or resume can be fax.**

Sales and Related

Job Title CLIENT SERVICE REPRESENTATIVE P/T
Order Number VI0015669
Pay \$10 Hourly
Experience 12 months
Education 14
JobSummary Responsible for operating teller window; meeting and greeting clients, selling and/or referring bank products and services to clients. Researching and answering customer inquiries, answer the telephone and transfer calls as necessary, process incoming and outgoing wire transfers and safe deposit box services. Must be customer service and detail oriented. Some college with 1-3 years experience banking/cashier/teller. Position is Part-time.

Job Title FIELD MERCHANDISER
Order Number VI0015724
Pay \$9 Hourly
Experience 12 months
Education 12
JobSummary Ensure product displays are clean and orderly to include color center cards, point of purchase materials and planogram integrity. Provide mixing assistance with paints and primers when present on the sales floor. Expedite the resolution of customer problems/complaints. Relay information to stores concerning features and benefits, new product introductions and coordinate and support sales events and promotions. Work closely with retail associates and store managers while building strong relationships and will be stocking, facing and pricing products. Must be flexible to work shifts and weekends and able to lift at least 45 pounds. Background check and drug test required. Work days are Tuesday & Saturday; 2days at 8hours and 3days at 4hours; position is part-time.

Office and Administrative Support (Clerical, Secretarial & Office)

Job Title OFFICE CLERK
Order Number VI0015560
Pay \$7.25 Hourly
Experience 0 months
Education 13
JobSummary Perform a variety of clerical duties in accordance with established office procedures and assist where is needed and must be computer literate. Some college. Work Hours are Monday-Sunday. Position is Part-time with flexible days.

Management

Job Title ENGINEER OFFICE MANAGER
Order Number VI0015328
Pay \$30000 Annually
Experience 12 months
Education 12
JobSummary **Responsible for overseeing office employees and completing more complex administrative duties, such as billing, pricing or payroll, hire new employees, evaluate job performances and implement corporate administrative policies. Managing all engineering operations for building and plant maintenance and protection, grounds landscaping and maintenance, maintenance of guest rooms and public space and energy conservation. Works with hotel leadership team to develop and implement strategies that will deliver products and services, which meet or exceed the needs and expectations of guests and associates. The Engineering Manager also supports the General Chief Engineer. Shifts available; full-time position. Must apply on-line @ careers.marriott.com.**

Job Title SERVICE COORDINATOR
Order Number VI0015519
Pay \$25000 Annually
Experience 24 months
Education 16
JobSummary **Responsible for maintain and/or increase tenant ability to live independently by referral and advocacy for all clients. Proficient interpersonal relations and communicative skills and ability to follow written and oral instructions and procedures. Ability to assess social services and community needs and resources in the Virgin Islands community. Bachelor's Degree in Social Work, Gerontology, Psychology or Counseling; minimum of 2 years work experience in Social Service delivery with senior citizens and nonelderly disabled and 2 years supervisory. Work days are Monday-Friday; full-time position. Must have a Valid VI Driver's License and Health Card.**

Job Title SUMMER PROGRAM COORDINATOR
Order Number VI0015555
Pay \$16 Hourly
Experience 24 months
Education 12
JobSummary **The ability to follow instructions and have good communication skills. Must be able to work with and supervise a diverse group and multitask. High School Diploma with 2 years experience working with children and supervising staff. Police Background Check and valid VI Health Card required. Must fax or email resume. Temporary from June,2011-August, 2011. Position is at Bovoni & Tutu Community.**

Job Title DIRECTOR OF SALES
Order Number VI0015584
Pay \$60000 Annually
Experience 60 months
Education 16
JobSummary **Responsible for the performance and development of the Sales Manager and Sales Team. Conduct weekly meetings to review progress against promotions and strategies adjust as necessary. Prepares action plans by individuals as well as by team to ensure objectives are reached. Provide specific tactical plans for each channel to reach goals, objectives, develop and implement marketing plans. Provides timely feedback to senior management regarding performance. Maintains accurate records of all pricing, sales, and activity reports for all sales channels and team members. Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team. Must have strong oral and written communication skills and a self starter who can work independently with minimum supervision. Knowledge of word processing and computer skills and accuracy, flexibility and confidence. Bachelor's Degree in Business or Marketing at least five(5) years professional sales management experience preferably in telecommunications. Work days are Monday-Friday from 8:00am-5:00pm. Email resume to careers@iccv.com or fax.**

Job Title ADMINISTRATOR/BOOKKEEPER
Order Number VI0015591
Pay \$40000 Annually
Experience 24 months
Education 13
JobSummary **Responsible for two non-managerial portfolios which are Operational and Financial. Must have knowledge with the principles and right practices of organizational structure, planning, record management, general administration and basic condominium bookkeeping. Knowledge and experience with the operation of standard office equipment, including but not limited to computer, telephone system, typewriter, calculator, copier, facsimile machine and video surveillance system. Maintain supportive relationship with owners, guests, superiors, Board Members, consultants, co-workers and vendors. Must be computer literate and knowledge in Microsoft Office particularly Word/Excel and at least two(2) years of intuit QuickBooks and internet "right" practices and email, "driver" maintenance and system security. Background Check and Driver's License required. Some College with two(2)years experience. Work days are Monday-Friday from 8:00am-5:00p; full-time. Must email resume and complete company application. (ask CSR)**

Job Title RESTAURANT SUPERVISOR
Order Number VI0015598
Pay \$14.5 Hourly
Experience 12 months
Education 12
JobSummary **Ensure staff is working together as a team to ensure optimum service and that guest needs are met. Inspect grooming and attire of staff, and rectify any deficiencies. Complete opening and closing duties including setting up necessary supplies and tools, cleaning all equipment and areas, locking doors, etc. Assist management in hiring, training, scheduling, evaluating, counseling, disciplining, and motivating and coaching employees. Must be able to move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. High School diploma, 1 year experience. Full-time position, flexible shifts available. Apply-on line @ careers.ritzcarlton.com.**

Job Title WIRELESS NETWORK OPERATIONS MANAGER
Order Number VI0015671
Pay \$75000 Annually
Experience 60 months
Education 16
JobSummary Manage wireless network trouble reporting, MTTR and follow up processes and metrics. Roaming technical support and testing to turn up new carrier roaming partners, and manage roaming technical performance by country, by carrier and by service (Voice, SMS, Data, and Prepaid). Provide leadership and direction to the wireless technical team and be an effective partner with Customer Service, Product Management, Marketing and Sales departments. Employment Test, Background Check and Drug Test required. Bachelors Degree with five (5) years in wireless industry. Work days are Monday-Friday from 8:00am-5:00pm. Email resume to careers@iccv.com or fax.

Job Title FOOD & BEVERAGE SUPERVISOR
Order Number VI0015679
Pay \$13 Hourly
Experience 12 months
Education 12
JobSummary Ensure staff is working together as a team in order to obtain optimum service to guests. Inspect grooming and attire of staff and rectify deficiencies. Complete opening and closing duties including setting up necessary supplies and tools. Inspect storage areas for organization. Complete scheduled inventories and restock. Complete work orders for maintenance repairs. Must be able to multi-task. High School Diploma, 2 years experience, flexible hours/days and temporary from July-December. Must apply at careers.marriott.com.

Job Title KITCHEN SUPERVISOR
Order Number VI0015680
Pay \$13 Hourly
Experience 24 months
Education 12
JobSummary Supervise and coordinate activities of cooks and kitchen staff. Determine presentation and create decorative food displays. Ensure proper portion, arrangement, and garnish on entrees. Provide staff with needed items. Assist with hiring, training, scheduling, evaluating, counseling, disciplining, motivating, and coaching staff. Must be detail oriented and able to multi-task. High School Diploma, 2 years experience. Flexible hours/days and temporary from July-December. Must apply on-line at careers.marriott.com.

Job Title SPA SUPERVISOR
Order Number VI0015683
Pay \$14.5 Hourly
Experience 12 months
Education 12
JobSummary Advise employees on general property information, in-house groups, policy changes, or other pertinent information. Answer questions about available services, general property information and amenities. Confirm guest first and last name and type of treatment scheduled prior to beginning treatment. Monitor and stick to time schedule throughout the day. Advise providers of last minute changes or additions to schedule and resolve scheduling situations as needed. Promote and sell spa/salon services and retail products. Complete requisitions for additional products, supplies, or equipment. Inspect work areas and tools/equipment to ensure conformance to company standards. Notify Engineering of spa/salon maintenance and repair needs. Assist management in hiring, training, scheduling, and motivating and coaching employees; serve as a role model. Report accidents, injuries, and unsafe work conditions to manager. Follow all company policies and procedures; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests` service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language; prepare and review written documents accurately and completely; answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others; support team to reach common goals. Ensure adherence to quality expectations and standards; develop and implement quality improvement or corrective action plans. Stand, sit, or walk for an extended period of time. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors. Apply online @ careers.ritzcarlton.com.

Job Title ASSISTANT MANAGER
Order Number VI0015690
Pay \$9.9 Hourly
Experience 12 months
Education 12
JobSummary Responsible for build a loyal customer base through creating long term relationships. Assisted in achieving and exceeding store sales and profit targets. Achieve personal sales and profitability goals and assist in managing the store's controllable P and L. Support store manager in recruiting, hiring, and retaining top tier talent and complete individual learning plan. Oversee and follow up on sales associate learning plans, training guides, information security compliance. Monitor completion of daily and weekly non-negotiable standards of store operation and delegate store tasks and activities effectively. Maintain visual merchandising to the company standard. Background check required. High School Diploma with one(1)year experience. Work days are flexible and position is full-time. Salary plus commission. Resume can be fax. Must call for an appointment before sending candidate.

Job Title OUTLET SUPERVISOR
Order Number VI0015697
Pay \$11.51 Hourly
Experience 12 months
Education 12
JobSummary **Daily supervision and direction of outlet service staff. Assist in the development, implementation and maintenance of quality standards for outlets. Interact with guests to ensure a positive guest experience. Ensure that meals are being served in a professional and timely manner by circulating within the outlet and communicating with the kitchen and the order takers. handle guest complaints. Attend pre-meal meetings and conduct ongoing training of employees. Valid V.I. Health Card. High School Diploma, 2 years food and beverage service background required. Full-time position. Must apply on-line at www.westin.jobs. Job is on St. John.**

Job Title EXECUTIVE DIRECTOR
Order Number VI0015704
Pay \$85000 Annually
Experience 60-120 months
Education 16
JobSummary **Responsible for leading the agency's strategic, operational and development planning and economic feasibility analyses to achieve the agency's mission, vision and performance goals, including addressing the development of additional affordable housing options that meet the needs of targeted communities, ensuring that appropriate community services are available to prospective and existing residents; and, overseeing the development and implementation of comprehensive housing maintenance programs. Prepares, reviews and approves applications and proposals for funding for construction, rehabilitation and maintenance of VIHFA's housing stock. Bachelor's Degree in Business Administration, Accounting, Finance, Public Administration and Management with 5-10 years of work related experience. Work days are Monday-Friday between 8:00am-5:00pm. Position is full-time. Applicants must submit an application, a letter of interest, a resume and 3 professional letters of recommendation by Thursday, June 30, 2011.**

Job Title LEAD ARCHITECT PROGRAM MANAGER
Order Number VI0015706
Pay \$90000 Annually
Experience 60-96 months
Education 16
JobSummary **A Member of a multi-disciplined team that pursues opportunities for long-term innovation. Accountable for researching technological opportunities, analyzing organizational challenges, developing a pipeline of innovative solutions to help grow and/or improve business, as well as, lead multi-disciplined software development teams through all phases of software development. Bachelor's Degree in the field of computer science, computer engineering, or in the clinical field; 5-8 years experience in field or related area. Hands on experience working with emerging technologies and delivering proof-of-concept projects. Full-time position. Salary depends on experience. Must email resume' to careers@icmcevi.com.**

Job Title DIRECTOR INFRASTRUCTURE SECURITY
Order Number VI0015707
Pay \$90000 Annually
Experience 120 months
Education 16
JobSummary **Develops and maintains the high-level design plan for the overall logistical and technical IT architecture. In addition, this position is responsible for ensuring a secure data environment in compliance with established guidelines, providing technical leadership and consulting services across the Company, and for gaining organizational commitment for all infrastructure plans. Will also initiate and participate in major IT projects in order to evaluate technologies and implementation plans. Bachelor's degree in Business Administration, Management, or Information Technology; 10+ years of IT experience, with 5-8 years experience in leading an infrastructure team; 5+ years experience in managing primarily large-scale IT projects; 3+ years work experience within a multi-facility healthcare organization; Proven experience in developing strategic plans; Strong background in disaster recovery planning and documentation. Full-time position. Salary depends on experience. Must email resume to careers@icm cvi.com.**

Job Title MARKETING & BUSINESS SERVICES MANAGER
Order Number VI0015709
Pay \$70000 Annually
Experience 60-72 months
Education 16
JobSummary **Supports the Marketing & Business Services team and its Director in a wide variety of service areas. Will be an integral liaison in our relationships with clients and with cross-functional teams across the enterprise, as well as suppliers, consultants and other service providers. Assists the Director in deploying resources to provide value-added products, services, and solutions to internal and external clients. Areas of business service include: Marketing, Public Relations, Travel Services, Event Planning, and Community Initiatives. Bachelor's Degree with marketing focus; 5-6 years experience in Marketing & Public Relations specifically related to creative development, and project management; Demonstrated ability to create, assimilate and convey written & audio material in a concise and effective manner utilizing metrics related thereto; Excellent project management, writing & communications skills. Full-time position. Must email resume to careers@icm cvi.com.**

Job Title HUMAN RESOURCE DIRECTOR
Order Number VI0015710
Pay \$80000 Annually
Experience 72 months
Education 16
JobSummary **Oversees the strategy and administration of the human resource department and services as subject matter expert for internal career and professional development programs and activities. 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 in Human Resource Management, Organizational Development, Business Administration or equivalent with 6+ years progressive experience and documented success in managing Human Resource practices, staff, and objectives. Broad knowledge and experience in employment law, compensation, organizational planning, employee relations, training and development. Collaborative managements style in order to work effectively in a shared governance environment. Ability to work independently and without close supervision or advisement. Leadership skill set commensurate with the level of customer interface (Executive) present in the role. Salary depends on experience. Must email resume to careers@icm cvi.com.**

Job Title DIRECTOR OF FINANCE & PLANNING
Order Number VI0015711
Pay \$90000 Annually
Experience 60 months
Education 16
JobSummary **Responsible for leading the finance and business development activities, which support the growth of our client company operation within the healthcare field. The Director utilizes their knowledge and experience in real estate management and development, master site planning, corporate finance, and advanced excel modeling to assess and oversee the expansion of healthcare properties. Assist the client's development team with the diligence and acquisition of new locations, and for leading various financial planning and modeling initiatives related to the client company's banking and tax needs. Requires a multi-disciplinary approach to finance, accounting, business development, and project management. BS in Business Management/Finance/Accounting. Minimum 5 years of experience with a focus on real estate development, finance, banking, management consulting. Minimum 3 years of financial modeling experience related t the creation of income statements, balance sheets, cash flows, and discounted cash flow analyses. MBA and/or CPA preferred. Email resume to: careers@icmvi.com.**

Job Title WAREHOUSE SUPERVISOR
Order Number VI0015729
Pay \$40000 Annually
Experience 12-36 months
Education 16
JobSummary **Responsible for training, development and supervision of staff. Supervising daily warehouse activities, scheduling staff to work, maintaining inventory levels, stock rotation, shipping and receiving, manage labor costs to budget. High School Diploma with one year experience, but employer prefers someone with a Bachelor's Degree, 2+ years experience; Background check and drug test required. Must have a valid V.I. Driver's License and Health Card. Work days are Monday-Friday; 2nd shift 1:00pm-10:00pm. Salary based on qualifications. Apply online at www.enjoycareers.com.**

Job Title MARKET DEVELOPMENT MANAGER
Order Number VI0015736
Pay \$40000 Annually
Experience 12 months
Education 12
JobSummary **To develop, maintain, grow On Premise and CDC account volume and gross profit within an assigned territory. Responsible for account development and retention, new account acquisition and face to face order taking within the confined geography. The ability to alter distribution, frequency and order taking procedures to better meet the customers needs. The position may cross multiple facility boundaries. Lifting of 50+ pounds, bending, reaching, kneeling. High School Diploma with 1 year experience, but employer prefers someone with a Bachelor's Degree, 2+ years of outside sales or Business Development Experience; 1-2 years Customer Service experience. Work days are Monday-Friday, some weekends and holidays. Background check and dug test required. Must have a valid V.I. Driver's License. Apply online at www.enjoycareers.com. Positions are available on St. Thomas & St. Croix.**

Job Title GUEST SERVICES MANAGER
Order Number VI0015747
Pay \$25000 Annually
Experience 24 months
Education 16
JobSummary **Ability to multi-task, be a team player, and have strong organizational skills. Communicate effectively both written and oral in a professional manner and high energy, ability to remain focused on goals, working independently. Must have experience in background of guest relations and/or phone reservations and comprehensive knowledge of Microsoft applications and the Internet. Full-time position from June, 2011-July 31, 2012; Bachelor's Degree with two(2)years experience in Front of House Hotel Customer Service. Housing and subsidized meals provided. Send resume with cover letter to adrian@maho.org. Job is on St. John.**

Job Title EXECUTIVE DIRECTOR CLINICAL EXCELLENCE
Order Number VI0015777
Pay \$90000 Annually
Experience 120 months
Education 16
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 resumes to careers@icmvi.com.**

Job Title BUSINESS RELATIONSHIP MANAGER
Order Number VI0015785
Pay \$59600 Annually
Experience 60 months
Education 16
JobSummary **Responsible for developing new business opportunities primarily deposit growth both business and personal. Provide high quality service in a personalized and professional manner thereby contributing to the overall customer experience of Platinum Banking. Work closely with branch team to onboard clients who qualify for Premium banking services and proactive handling of leads given and received. Bachelor's Degree, preferably in Business Administration. Minimum 5 years experience in sales management. Computer literate in MS Office and Word, Excel. Must be available to work non-traditional hours including weekends and holidays. Must apply on-line: www.firstbankvi.com.**

Job Title STORE COORDINATOR
Order Number VI0015789
Pay \$40 Hourly
Experience 48 months
Education 13
JobSummary **Responsible for supervising store management and all levels for all four stores. Must be able to travel on a frequently bases. Must be Bi-lingual. Some college with four(4)years experience. Salary is base on experience. Position is Full-time with flexible days.**

Business and Financial Operations

Job Title IP ASSOCIATE
Order Number VI0015554
Pay \$85000 Annually
Experience 48 months
Education 14
JobSummary **Responsible for manage therapeutic based intellectual property (IP)portfolios. Must have a minimum of four(4) years experience in biology and four (4)years experience in intellectual property prosecution or must have a JD from an accredited law school, and a minimum of two(2) years litigation experience or it equivalent. PhD in a biological science preferred. Residence in St.Thomas mandatory. Email resume to jeff.kauffman@celtictherapeutics.com. Job is at Celtic Therapeutics Management, LLLP.**

Job Title INSURANCE RELATIONSHIP OFFICER
Order Number VI0015563
Pay \$31200 Annually
Experience 12 months
Education 14
JobSummary **Must act as liaison between FirstBank Insurance Agency and M&S to refer prospects to agency to obtain property and casualty (P&C)insurance. Work directly with Consumer & Commercial Lending Managers to identify referral opportunities includes (loan pipeline and expiration reports)resulting in insurance policy issuance. Achieve objectives outlined in referral plan and track/monitor all referrals (quotes rendered, policies issued, etc.) to ensure bank employees receive referral incentive and FirstBank Insurance Agency receives split commissions from M&S. Must be computer literate (Word, Excel) and strong verbal and written communication skills in both English and Spanish. Associate's Degree with 1 year experience. VI Insurance Agent License required. Work days Monday-Friday position is full-time. Must apply on-line www.firstbankvi.com.**

Job Title FINANCIAL SPECIALIST
Order Number VI0015564
Pay \$41356 Annually
Experience 84 months
Education 16
JobSummary **Responsible for manage and maintain accounting system of eight federal programs with expenditures over seven million dollars. Analyzes financial data on computer systems to ensure accuracy of information used for Federal and State reporting. Compiles data to be used in budget preparation and justifies funds requested. Background check required. Bachelor's Degree in Accounting/Finance or Business Administration; or seven(7) years of working experience including 15 credits in accounting. Job is at Department of Education.**

Job Title BUSINESS ANALYST
Order Number VI0015581
Pay \$31000 Annually
Experience 12 months
Education 16
JobSummary **Provide research and analytical support. Assist in the compilation of documents and data, as well as the preparation of required documents for the decision making process. Analyze financial data, spot trends and develop forecasts. Drafts proposals for evaluation; develop and assist with presentation of business cases. Background Check and Drug Test required. Bachelor's Degree in Business/Financial Accounting with 1 year experience. Work days Monday-Friday position is full-time. Must apply on-line www.firstbankvi.com.**

Job Title ASSISTANT CONTROLLER
Order Number VI0015585
Pay \$75000 Annually
Experience 60-96 months
Education 16
JobSummary **Responsible for complete monthly and quarterly income statements and balance sheets for multiple companies. Supervise a team of four who perform work and oversight of cash audit, posting, and bank reconciliations for multiple companies. Prepare and post journal entries, perform GL reconciliations, and maintain detail analysis of GL and fixed asset schedules. Oversight of accounts payable and receivable functions and provide support to the controller. Bachelor's Degree in Business or Accounting and Finance at least five(5) to eight(8) years supervisory and general accounting. Work days are Monday-Friday from 8:00am-5:00pm. Email resume to careers@iccv.com or fax**

Job Title BILLING ANALYST
Order Number VI0015661
Pay \$14 Hourly
Experience 48 months
Education 13
JobSummary **Responsible for collection of amounts due, both customer billed and agency account current. Review of daily reports to identify past due, suspense items and discrepancies. Research billing problems and recommend solutions. Monthly recording of status of past due accounts. School High School Diploma with four(4) experience. Employer willing train. Resume can be fax ONLY.**

Job Title OPERATIONS ASSOCIATE
Order Number VI0015664
Pay \$35000 Annually
Experience 12 months
Education 13
JobSummary **To assist with FINRA registered broker dealer back office processing trade management and account management. Must be computer literate, efficient, organized, hard working, and understand how to operate excel. Experience preferred but not required, some college necessary. Full-time position, Flexible hours. Please email resume and cover letter to info@thbrokerage.com.**

Job Title ACCOUNTING/COMPLIANCE ASSISTANT
Order Number VI0015668
Pay \$27000 Annually
Experience 36 months
Education 16
JobSummary **Responsible for assisting controller with accounting transactions such as journal entries, bank reconciliations, accounts payable; knowledge of excel, bookkeeping experience preferred, detail oriented; great with numbers. Assisting Compliance Officer with bank's adherence to banking laws and regulations and knowledge of word. Reading comprehension skills; ability to take minutes or meeting notes. Bachelor's Degree with three(3) years experience. Work days are Monday-Friday. Call for an appointment and fax resumes.**

Job Title SENIOR ASSOCIATE CREDIT MONITORING
Order Number VI0015677
Pay \$100000 Annually
Experience 24 months
Education 16
JobSummary Responsibilities are monitoring and analyzing a diverse portfolio of debt and equity financings for middle market companies; quarterly valuations of portfolio companies, including P&L and balance sheet analysis and key financial and credit metrics; analysis of debt pricing; communicate with various deal professionals to obtain current knowledge of Portfolio company's business. Bachelor's degree; MBA not required, but a plus with 2 or more years of credit analysis experience. Work days are Monday-Friday. Position is Full-time. Fax Resumes.

Job Title SENIOR BUSINESS ANALYST
Order Number VI0015712
Pay \$90000 Annually
Experience 36-60 months
Education 16
JobSummary Responsible for gathering, analyzing, and interpreting documentation, facts, figures, and statistical data to determine appropriate strategy and financial impact to complex business processes. Proficient at planning, communicating, documenting, organizing and problem solving. Must be self motivated and possess an extraordinary desire to exceed expectations. Intermediate to advanced MS Word, Power Point, Outlook and Excel skills. This position may require evening and/or weekend hours and a willingness to work a flexible schedule. Bachelor's Degree in Business, International Studies, Finance, but Master's Degree preferred with 3-5 years experience. Salary depends on experience. Must send resume to careers@icmvi.com.

Job Title ANALYST
Order Number VI0015716
Pay \$50000 Annually
Experience 24 months
Education 14
JobSummary Responsible for constructing event driven equity portfolios and assist with their implementation in the market. Perform historical trade analysis of previous event and monitor portfolio profit, loss and delta should stand ready to adjust portfolio positions on the fly as needed. Work with back office to reconcile trade breaks and monitor corporate actions across multiple accounts and strategies. Bachelor's Degree with two(2) years experience prior industry is a must. Work days are Monday-Friday; positions is full-time. Salary is negotiable base on experience. Resume and cover letter can be email to contactus@alpineusvi.com.

Job Title INVENTORY PLANNER
Order Number VI0015728
Pay \$40000 Annually
Experience 12 months
Education 16
JobSummary Responsible for validate forecasted requirements. Must be able to analyze, manage and maintain data integrity of the inventory planning system. Evaluate and approve the inventory optimizer recommendations. Reviewing and maintaining adequate inventory levels including processing normal lead time, filling gaps created by surges or vendor performance. Manages inter-company transfers and stock conversion processed. BS or BA Degree in Business or related field. Very analytical, excellent verbal and written communication skills. Excellent spreadsheet, database and other PC skills. Skilled in performing detailed work in an accurate and organized manner. Working knowledge of MRP. Ability to multi-task and prioritize. Employer is willing to train. Resume can be fax, mail or email kevin.blum@afp-co.com.

Job Title ACCOUNTANT
Order Number VI0015737
Pay \$40000 Annually
Experience 60 months
Education 16
JobSummary **Responsible for accounts receivable, accounts payable, payroll and bank reconciliations. Bachelor's Degree with five(5) years experience. Salary is base on experience; position is full-time Monday-Friday between 8:00am-5:00pm. Resume can be fax or email to info@giffthillschool.org.**

Job Title ACCOUNTING CLERK
Order Number VI0015738
Pay \$8 Hourly
Experience 36 months
Education 13
JobSummary **Must have knowledge in account receivable, account payable and collection of cash. Prepare and make daily bank deposits. Knowledge of QuickBooks and general office procedures. Resume can be fax.**

Job Title ASSISTANT ACCOUNTING CLERK
Order Number VI0015742
Pay \$8 Hourly
Experience 24 months
Education 13
JobSummary **Must have computer, data entry, filing, A/R & A/P and assist with general office work. Prepare and make daily bank deposits. Some college, 2 years experience Computer Data Entry. Work Hours are 8:00am-5:00pm. Resume can be fax.**

Job Title ACCOUNTING MANAGER
Order Number VI0015788
Pay \$55000 Annually
Experience 60 months
Education 16
JobSummary **Responsible for accounting in various companies preparing monthly balance sheets, profit's loss statement and all accounting aspects. Computer literate in Word, Excel, QuickBooks and Spread Sheets. Must be able to multitask and meet deadlines. Bachelor's Degree, five(5) years experience in Accounting or Finance. Call for appointment, fax or email resume. Full-time position Monday-Friday between 8:00am-4:3 pm. Salary negotiable based on qualifications.**

Computer & Mathematical

Job Title REPORTS DEVELOPER
Order Number VI0015583
Pay \$65000 Annually
Experience 48 months
Education 16
JobSummary **Perform technical analysis of business requirements to determine scope, level of effort and delivery date. Formulate functional SQL queries to drive reporting software. Must prepare document reports and SQL series. Follows standard policies and procedures related to accessing data and developing reports. Perform necessary research including working with CommSoft personnel to determine database table, and field relationships to generate proper SQL queries. Background Check and Drug Test required. Bachelor's Degree with minimum 1 year experience in CommSoft/CommV software internals and database. Work days are Monday-Friday between 8:00am-5:00pm(on call nights & weekends). Position are available on St. Thomas/St. Croix; full-time. Email resume to careers@iccv.com or fax.**

Job Title LEVEL II SUPPORT TECHNICIAN
Order Number VI0015586
Pay \$65000 Annually
Experience 48 months
Education 16
JobSummary **Responsible for one-on-one end user problem resolution over the phone and via remote support software for approved PC software. Delivers, tags, sets up and assists in the configuration of end-user PC desktop hardware, software and peripherals. Help install local area network cabling systems and equipment such as network interface cards, and switches. Participates in a rolling off-hours support schedule that requires 24/7 availability when on duty. Bachelor's Degree in Computer Information Systems at least two (2) years. Work days are Monday-Friday from 8:00am-5:00pm and weekends. Email resume to careers@iccvi.com or fax.**

Job Title SYSTEM ADMINISTRATOR
Order Number VI0015760
Pay \$55000 Annually
Experience 24 months
Education 16
JobSummary **Responsible for installing, supporting, and maintaining electronic technologies hardware and software. Manage IT operations in USVI, and serve as backup support for the New York and Bermuda Offices and the Bermuda Data Center. Set clear project objectives internally and for external service providers and drive their performance through clearly measurable quality and performance metrics. Bachelor's Degree with two(2) years experience in systems administration and five(5)years experience in IT Pharma/Biotech preferred. Work days are Monday-Friday; position is full-time. Email resume to fjriviera00@gmail.com.**

Job Title INSTRUCTIONAL DESIGNER
Order Number VI0015782
Pay \$60000 Annually
Experience 60-120 months
Education 16
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 resume to careers@icmvi.com.**

Legal

Job Title	LEGAL SECRETARY
Order Number	VI0015621
Pay	\$25000 Annually
Experience	24 months
Education	13
JobSummary	Responsible for answering telephone, sorting and distributing mail, filing, creation and assembly of documents along with pick up and delivery of documents. Must be professional, discrete, and has a great work ethic and excellent communication skills use correct spelling and grammar and has a "can do" attitude. Must at least type 60wpm and have knowledge of Word Perfect, MS Word and Excel. Employer is willing to train. Some College with two(2)years experience preferred. Salary depends on experience. Fax resume and cover letter Only.

Education, Training and Library

Job Title	MUSIC TEACHER
Order Number	VI0015705
Pay	\$33000 Annually
Experience	36 months
Education	16
JobSummary	Responsible for engaging students in learning, teaching students various level of instrumental and vocal music, utilizing a course of studies along with other appropriate learning activities. Create an environment of respect and rapport, managing and supervising student behavior and establishing and maintain a classroom environment and performing arts theater that is safe and orderly and conducive to learning, and promotes good behavior and a commitment to excellence. Background check, drug test and Physical test is required. Bachelor's Degree, 3 years experience. Candidates should submit a letter of interest and a resume by mail, fax or email. Work days Monday-Friday, 7:30am-4:30pm. Email resume to mbennett@antilles.vi.

Job Title	LEAN SIX SIGMA TRAINER MASTER BLACK BELT
Order Number	VI0015708
Pay	\$90000 Annually
Experience	60-120 months
Education	16
JobSummary	Able to successfully apply experience and expertise utilizing process improvement tools to ensure the success of large projects. Serve as LSS curriculum developer, trainer and project team leader training, mentoring and coaching stakeholders on Lean Six Sigma methodology. BA/BS degree in business or a related technical or business discipline. Certification as a Lean Six Sigma Master Black Belt; 5-10 years of relevant work experience in business analysis, process analysis, or similar position with verifiable track record accomplishment; 3+ years of direct experience as a certified Master Black Belt delivering Lean Six Sigma Training and completing Lean Six Sigma projects. Preferred Master's Degree, LSS training experience in Healthcare Industry. Full-time position. Must email resume to careers@icmvi.com.

Job Title FIFTH GRADE TEACHER
Order Number VI0015762
Pay \$30500 Annually
Experience 12 months
Education 16
JobSummary Responsible for teaching the core subjects of reading, writing, spelling, grammar, math, science and social studies. Knowledge and experience in curriculum and assessment are important, as well as good communication skills with students, parents, and colleagues. Character development and the social and emotional development of each child are equally important to their academic development. Extra duties include attendance at faculty meetings, curriculum development, professional development activities, and supervisory duties outside of the homeroom, in addition to helping in any areas where needed. Background check, drug test and Physical test is required. Associate's Degree, 1-3 years experience. Candidates should submit a letter of interest and a resume by mail, fax or email to jbarrows@antilles.vi. Work days Monday-Friday, 7:30am-4:30pm.

Job Title ASSISTANT TEACHER
Order Number VI0015763
Pay \$17500 Annually
Experience 12 months
Education 16
JobSummary Responsible for leading teacher in all areas of the classroom, including student interaction, set up and preparation of materials, and instruction of curriculum. A love of children and a good understanding of child development and appropriate practices in Early Childhood Education are necessary as well as good communication skills with students, parents, and colleagues. Extra duties include attendance at faculty meetings, curriculum development, professional development activities, and supervisory duties outside of the homeroom, in addition to helping in any areas where needed. Background check, drug test and Physical test is required. Associate's Degree, 1-3 years experience. Candidates should submit a letter of interest and a resume by mail, fax or email to jbarrows@antilles.vi. Work days Monday-Friday, 7:30am-3:30pm.

Protective Services

Job Title SECURITY GUARD
Order Number VI0015686
Pay \$10 Hourly
Experience 12 months
Education 12
JobSummary Provide security for night cashiers and staff. Must always be alert at all times. Able to secure area, but not armed. Be observant of any and all unusual behavior. In case of any emergency, be able to contact management and the police in very quick response time. Work hours between 6:00pm-10:00pm Monday-Friday, Saturday and Sunday, full-time position. Call first for appointment and fax resume and complete application (ask CSR). Job is on St. John.

Job Title SECURITY OFFICER
Order Number VI0015692
Pay \$8.95 Hourly
Experience 06-12 months
Education 12
JobSummary Responsible for the safeguarding of hotel property, assets, guests, visitors, and employees. Patrol hotel property to ensure the safety of guests and employees and to protect all hotel assets. Answers house calls, assist guests and employees with safety, security and hotel operations. Initiate and follow-up all investigations of crimes committed against property and persons. Assist sick and injured guests and employees. High School Diploma with 1 year experience. Position is full-time. Apply on-line at www.westin.jobs. Job is on St. John

Food and Lodging

Job Title	SERVER
Order Number	VI0015678
Pay	\$7.25 Hourly
Experience	06 months
Education	12
JobSummary	Serve food courses and alcoholic beverages to guest. Set tables according to type of event and service standards. Answer questions on menu selection. Communicate with the kitchen regarding menu questions, the length of wait, precooked orders and product availability. Able to stand or walk for an extended period of time. Experience preferred. Valid Health Card required. Shifts available; full-time position plus tips available at the Cove. Must apply on-line @ careers.marriott.com.

Job Title	STEWARD
Order Number	VI0015684
Pay	\$10.85 Hourly
Experience	12 months
Education	12
JobSummary	Operate and maintain cleaning equipment and tools, including the dish washing machine, hand wash stations pot-scrubbing station, and trash compactor. Wash and disinfect kitchen area, tables, tools, knives, and equipment. Ensure clean wares are stored in appropriate areas. Use detergent, rinsing, and sanitizing chemicals in the 3-compartment sink to clean dishes. Inspect, pull, and stack cleaned items, send soiled items back for re-scrubbing and re-washing. Rack and spray all racked items with hot water to loosen and remove food residue. Sort, soak, and wash/re-wash silverware. Breakdown dirty bus tubs. Empty and maintain trashcans and dumpster area. Clean and mop all areas in assigned departments. Dispose of glass in the proper containers. Break down cardboard boxes and place them and other recyclables in the recycle bin. Follow all company and safety and security policies and procedures; report maintenance needs, accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications. Protect company assets. Speak with others using clear and professional language. Develop and maintain positive working relationships with others; support team to reach common goals. Ensure adherence to quality expectations and standards. Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance. Stand, sit, or walk for an extended period of time. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Perform other reasonable job duties as requested by Supervisors. Employment Test, Drug Test and Valid V.I. Health Card required. Apply online @ careers.ritzcarlton.com.

Job Title RECREATION ATTENDANT
Order Number VI0015685
Pay \$11.15 Hourly
Experience 12 months
Education 12
JobSummary Encourage, recruit, register, and schedule guests to participate in fitness and recreation activities (e.g., tennis, tours, personal training sessions, etc.). Promote a fun and relaxing atmosphere for guests. Provide information to guests about available recreation facilities, activities, lessons, and equipment. Observe activity in the recreational facility and respond appropriately in accordance with local operating procedure in the event of an emergency. Explain and promote the rules and regulations of the recreation facility intended for the safety and welfare of guests and members. Provide assistance to injured guests until the arrival of emergency medical services. Be aware of possible situations where guests are not able to safely participate in an activity and inform supervisor/manager. Clean and maintain recreational equipment and supplies. Report accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications. Follow all company policies and procedures; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests` service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language; answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others; support team to reach common goals. Comply with quality assurance expectations and standards. Reach, bend, twist, pull, and stoop; move, lift, or carry objects weighing less than or equal to 25 pounds; stand, sit, or walk for an extended period of time. Perform other reasonable job duties as requested. Employment Test, Drug Test and Valid V.I. Health Card required. Apply-on line @ careers.ritzcarlton.com.

Job Title FRONT DESK AGENT
Order Number VI0015691
Pay \$9.53 Hourly
Experience 12 months
Education 12
JobSummary Attends to guests' needs, including but not limited to, registration, checkout and cashiering. Greet and welcome guests upon arrival. Register guests into the computer, verifying reservation, address, and credit information. Promote the Starwood Preferred Guest Program and provide recognition and benefits to all present members. Issue key to and control entrance of safety deposit boxes. Post miscellaneous charges as requested. Background check and drug test required. High School Diploma with 1-3 years experience. Apply on-line at www.westin.jobs. Job is on St. John

Job Title BARTENDER
Order Number VI0015694
Pay \$7.25 Hourly
Experience 12 months
Education 12
JobSummary Responsible for support and service the room attendants and maintain cleanliness throughout the hotel. Salary includes tips. High School Diploma with 1-3 years experience. Position is full-time. Apply on-line at www.westin.jobs. Job is on St. John.

Building and Grounds Cleaning and Maintenance

Job Title DIRECTOR OF ENGINEERING
Order Number VI0015681
Pay \$70000 Annually
Experience 60 months
Education 16
JobSummary **Overall responsibility for maintaining the building, grounds, and physical plant paying particular attention to safety, security and asset protection. Accountable for managing the budget, capital expenditure projects, preventative maintenance and energy conservation. Develops and implements strategies that will deliver products and services which meet or exceed the needs and expectations of guests and associates while maximizing financial performance. Lead the emergency response team on facility issues. Bachelor's Degree, 5 years experience in the engineering and maintenance or related professional area; technical training in HVAC-R/Electrical/Plumbing. Full-time position. Must apply on-line careers.marriott.com.**

Job Title ENGINEER
Order Number VI0015696
Pay \$15.78 Hourly
Experience 12 months
Education 12
JobSummary **Responsible for daily maintenance of hotel. General building maintenance experience. Knowledge of painting, texture work, pressure cleaning etc. Background check and drug test required. High School Diploma and 1-3 years experience required. Full-time position. Must apply on-line at www.westin.jobs. Job is on St. John.**

Job Title MAINTENANCE SUPERVISOR
Order Number VI0015717
Pay \$290000 Annually
Experience 12 months
Education 12
JobSummary **Must have experience in general maintenance of buildings and grounds include landscaping, appliance repair and meter reading. Must have reliable transportation and own tools. High School Diploma and Some College with 1 or more years experience. Employer willing to train. Work days are Monday-Friday from 8:30am-5:30pm. Salary is base on experience; position is full-time. Only email resume to nmatthew@reliancehousing.org no phone calls. Job is on St. John.**

Job Title MAINTENANCE WORKER
Order Number VI0015722
Pay \$10 Hourly
Experience 12 months
Education 12
JobSummary **Perform general maintenance duties to keep the structure of the establishment in repair. Must be skilled in electrical, plumbing & carpentry. Must be in good physical condition, able to lift heavy loads, work in hot and hilly environment, be able to speak English and have own transportation. Must have a valid driver's license and police background check are required. Hepatitis Immunization and CPR Training are mandatory and will be provided by the company. Candidate can apply in person between 9:00am-3:00pm. Call for an appointment. Resume can be fax or email to kent@maho.org or wayne@maho.org. If emailing be sure to say referred from the Labor. See CSR for application.**

Personal Care, Personal Service and Gaming

Job Title MASSAGE THERAPIST
Order Number VI0015698
Pay \$7.25 Hourly
Experience 06-12 months
Education 12
JobSummary Manipulates bodily tissues manually for the purpose of affecting the muscular and nervous systems and the general circulation of the body by performing duties. Stimulates the circulatory system with massage to reduce stress and improve physical condition. Provides relief of muscle tightness caused by stress and shortens recovery time for injuries with massage therapy. Maintains schedule and record of all massage appointments. High School Diploma with 6 months-1 year experience CPR Full-time position. Salary plus commission. Must apply on-line at www.westin.jobs. Job is on St. John.

Sales and Related

Job Title INSIDE SALES REPRESENTATIVE
Order Number VI0015593
Pay \$30000 Annually
Experience 24 months
Education 12
JobSummary Responsible for calling potential customers to generate sales leads for Business Development Managers and assist in the closing process. Must have a strong sales background and experience in the industry. High School Diploma with two(2) years experience. Salary plus commission. Must email resume to humanresources@glacialenergy.vi.

Job Title LEAD DVELOPMENT REPRESENTATIVE
Order Number VI0015594
Pay \$15000 Annually
Experience 0 months
Education 12
JobSummary Responsible for calling potential customers to generate sales leads for Business Development Managers. High School Diploma; Salary plus commission. Must email resume to humanresources@glacialenergy.vi.

Job Title SALES CONSULTANTw/ADMIN EXP
Order Number VI0015620
Pay \$15600 Annually
Experience 60 months
Education 12
JobSummary Welcoming visitors by greeting them, in person or on the telephone and addressing or referring inquiries. Maintaining continuity among work teams by documenting and communicating actions, irregularities, and continuing needs. Handling filing, data entry, and other general office duties. Must have prior sales experience. Must have a background in commission based sales, inside sales/outside sales, retail, and/or telemarketing experience preferred (Auto Sales not necessary). Superior customer service skills, organization professional appearance; Listening & verbal communication skills. Proficiency in Microsoft Office application. Mon-Fri 9 am-6 pm, alternating Saturdays. Salary plus 15% commission depending on experience. Must email resumes to sheilav@cmivi.com.

Job Title SALESPERSON
Order Number VI0015720
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. Valid V.I. driver's license a plus just in case if employer want them to run an errand. Must fax resume and call for appointment.**

Job Title SALES & SERVICE REPRESENTATIVE
Order Number VI0015725
Pay \$18200 Annually
Experience 24 months
Education 13
JobSummary **Promotes all banking products and services through direct sales, referrals, and participation in marketing campaigns in accordance with the organization's sales culture to achieve personal and branch goals, while ensuring compliance with policies and regulations. Attends and orients clients to bank products and services to effect the sales of bank products and services. Responds to and resolves routine client inquiries, informing and seeking guidance from management regarding the resolution of inquiries or issues beyond scope of authority. Gather information from clients and performs data entry/keyboarding functions to affect the establishment of accounts, ensuring adherence to bank and regulatory account opening requirements and other organizational requirements. Some college,2-3 years experience working in a financial services, sales or customer service environment. Ability to sell, promote, refer or cross sell various bank products and services. Ability to work flexible and non-traditional hours including Saturday, Sunday and holidays. Full-time position. Must apply on-line at www.firstbankvi.com. Job is on St. John.**

Job Title SALES & SERVICE REPRESENTATIVE
Order Number VI0015726
Pay \$18200 Annually
Experience 24 months
Education 13
JobSummary **Promotes all banking products and services through direct sales, referrals, and participation in marketing campaigns in accordance with the organization's sales culture to achieve personal and branch goals, while ensuring compliance with policies and regulations. Attends and orients clients to bank products and services to effect the sales of bank products and services. Responds to and resolves routine client inquiries, informing and seeking guidance from management regarding the resolution of inquiries or issues beyond scope of authority. Gather information from clients and performs data entry/keyboarding functions to affect the establishment of accounts, ensuring adherence to bank and regulatory account opening requirements and other organizational requirements. Some college,2-3 years experience working in a financial services, sales or customer service environment. Ability to sell, promote, refer or cross sell various bank products and services. Ability to work flexible and non-traditional hours including Saturday, Sunday and holidays. Full-time position. Must apply on-line at www.firstbankvi.com.**

Job Title SERVICE REPRESENTATIVE
Order Number VI0015727
Pay \$18200 Annually
Experience 12 months
Education 13
JobSummary Assist clients with their monetary transactions in the branch. Provide excellent service to clients by accepting various payments, deposits; handle cash advances; sales of money orders, and checks, At the end of day, reconcile transactions utilizing the Mosaic Systems. Physical required to sit, stand, walk, use hands and fingers to perform data entry activities, reach, handle and manipulate object; hear and speak. High School Diploma or technical courses related to the bank industry or a general associate degree. Basic knowledge of computer systems. Excellent communication and client service skills; 6 months client service or bank teller experience. Success completion of placement test and teller training program administered by the bank. Available to work non-traditional hours, including weekends. Must apply online firstbankvi.com.

Job Title PARTS COUNTER PERSON
Order Number VI0015735
Pay \$7.5 Hourly
Experience 60 months
Education 12
JobSummary Must have knowledge of automobile part sales and inventory. Be able to lift at least 40lbs. High School Diploma with five(5) years experience. Salary base on experience. Work days are Monday-Friday; position full-time. Salary negotiable. Must fax resume.

Job Title OUTSIDE SALESPERSON
Order Number VI0015741
Pay \$350 Monthly
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. Work days are Monday-Friday and Saturday 8:00am-5:00pm. Resume can be fax.

Office and Administrative Support (Clerical, Secretarial & Office)

Job Title CUSTOMER ACCOUNT SPECIALIST
Order Number VI0015689
Pay \$18518 Annually
Experience 12 months
Education 12
JobSummary Responsible for providing customer service by greeting, assisting and soliciting persons entering the office and persons contacting the office by phone. Must receives and processes credit and employment verifications and records information obtained. Performs routine transactions on an on line terminal, processes payments and disbursements. Prepares reports, types correspondence and transaction documents, maintains files, handles mail, notarizes documents and handles their recording and filing. Applies principles of good cash control, operates cash drawer, processes bank deposits, safeguards cash, maintains records and balances. Background check and drug test required. High School Diploma with one(1)experience. Work days are Monday-Friday from 8:30am-5:00pm and Saturday from 8:30am-12:00pm. Resume can be fax or email to yarisis.vegaarroyo@slfs.com.

Job Title INTERNAL AUDITOR COMPLIANCE MEDICAL CODING
Order Number VI0015783
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 resume careers@icmvi.com.**

Job Title EXECUTIVE ASSISTANT
Order Number VI0015787
Pay \$50000 Annually
Experience 48 months
Education 16
JobSummary **Responsible for preparation of correspondence, maintaining calendars, scheduling meetings and conferences, prepares meeting agendas in accordance with established practices, make facility and meeting arrangements, prepare meeting materials, and makes travel arrangements. Performs clerical tasks such as filing, copying, faxing, assembling reports and documents, reviewing and processing mail; operates a computer and a variety of other office equipment. A Bachelor's Degree from an accredited college or university in business a minimum of four years of experience in a clerical or administrative position. To apply, submit a Letter of Application, Employment Application (available at www.visupremecourt.org), Resume and other relevant documents. Salary commensurate with education, experience and qualifications.**

Construction and Extraction

Job Title LABORER/CRANE OPERATOR
Order Number VI0015515
Pay \$20 Hourly
Experience 84 months
Education 11
JobSummary **Must be able to operate 35 ton crane, boom truck and related equipment. The ability to assist crew with site work excavation for buildings and roads at the Donoe Construction site. 7 to 10 years experience preferably. Work days are Monday-Friday between 7:00am-3:00pm. Full-Time temporary position starting 5/5/11-10/15/11. Resumes can be fax ONLY.**

Job Title LABORER
Order Number VI0015516
Pay \$15 Hourly
Experience 36 months
Education 11
JobSummary **Must have experience with concrete forming and steel placement for building. Job location is at the Donoe Construction site. Three (3) years experience. Work days are Monday-Friday between 7:00am-3:00pm. Full-Time temporary position until 1/31/11-8/15/11. Resumes must be fax ONLY.**

Job Title CONSTRUCTION LABORER
Order Number VI0015610
Pay \$12 Hourly
Experience 60 months
Education 12
JobSummary **Must be experienced in forming, steel tying and concrete placement. High School Diploma, 5 years experience. Temporary from May 25, 2011 to finish June 30, 2011; full-time and part-time positions; Monday-Friday 8:00am-5:00pm. Background Check required. Must fax resume only.**

Job Title QUALITY CONTROL INSPECTOR
Order Number VI0015764
Pay \$25 Hourly
Experience 84 months
Education 11
JobSummary **Must be able to read plans, check measurements, locations of walls, electrical, plumbing and work well with all subcontractors. Must be a carpenter with 10 plus years experience to monitor subcontractors work throughout new construction of apartment buildings. Work days are Monday-Friday from 7:00am-3:00pm; Temporary from 7/5/11-2-5/2012; Full-time position. Must fax resume.**

Job Title POWER EQUIPMENT OPERATOR
Order Number VI0015784
Pay \$10 Hourly
Experience 24 months
Education 12
JobSummary **Operation of equipment on construction site. Digging for placement of fiber optic cable. Able to locate underground services, signal directions to workers. Follow and read instructions and maps. Communicate with supervisors and fellow workers. Use hand or power tools and measuring devices. Ability to work outside in weather conditions (head and high temperatures). Drive employees to locations if needed. Heavy lifting. Valid V.I. Driver's license, own work boots, background check & drug testing required. High School Diploma, 2 or more years experience. Full-time position. Must fax or email resume to sphillips@aeg.cc. Job is temporary for 9-12 months, to start July 10, 2011. See CSR for applications.**

Transportation and Material Moving

Job Title WAREHOUSE PERSON
Order Number VI0015682
Pay \$12.53 Hourly
Experience 12 months
Education 12
JobSummary **Responsible for counting, measuring and placing freight on pallets. Coordinate and tag freight according to marks or port. Operate forklift to load and unload freight. Deliver freight to customers and facilitate freight storage and record on tally. Other duties as assigned by manager. Valid V.I. Driver's License, Background check and Drug Test required. High School Diploma with one(1) year experience. Monday-Friday between 7:00am-5:00pm, full-time position. Resume must be email to jgrey@tropical.com. Position is on St. John.**