



**Friday, August 12, 2011**

**St. Thomas - Management Occupations**

Job Title **PROPERTY MANAGER**  *New Posting*

Order Number VI0015970 Posted: 8/10/2011

Salary \$30,000.00 Annually Duration: Full Time

Experience 2 Years License: Vaild Health Card, VI Driver's License

Education High School Diploma Training: N/A

Job Summary **Must have experience in managing two properties with a total of 80 units. Responsible for leasing, lease renewal, marketing of apartments, rental collection, invoice processing, annual recertifications, resident relations, and overseeing two maintenance staff. Must be computer literate and have excellent written and verbal communication skills. Must have knowledge of Microsoft Office, Words and Excel. Must have reliable transportation. Free three (3) bedroom apartment included with employment package. High School Diploma with 2 years experience. Employer willing to train. Work days are Monday-Friday . Position is full-time. Resumes must be emailed only to gjordan@reliancehousing.org. No phone calls. Job is on St. Thomas.**

Job Title **CONTROLLER**  *New Posting*

Order Number VI0015955 Posted: 8/8/2011

Salary \$50,000.00 - \$60,000.00 Annually Duration: Full Time

Experience 5 Years License: N/A

Education Bachelor's Degree Training: Bachelor's Degree/Accounting or Related Area

Job Summary **Seeking a qualified candidate to ensure all policies and procedures are in accordance with generally accepted accounting principles, proficiently and consistently manage the integrity of financial records and maintenance of accounting systems, provide oversight of financial and regulatory reporting, prepare budgetary and special reports as requested, and all other accounting functions as needed. Candidate must have a Bachelor's Degree in Accounting or related field, must have 5+ years of relevant experience, must be proficient in Microsoft Office Suite, must have experience in Peachtree Accounting, QuickBooks, or any other relevant accounting software. Position if full-time and a Background Check is required.**

Job Title **OUTREACH SPECIALIST**

Order Number VI0015924 Posted: 8/2/2011

Salary \$31,200.00 Annually Duration: Part Time

Experience 1 Years License: N/A

Education Bachelor's Degree Training: N/A

Job Summary **Develop and implement an outreach program that aims to prevent domestic violence sexual and stalking. Assist in the production and distribution for audio/visual materials and PSAS for media regarding prevention of domestic violence, sexual assault and stalking in homes, school and the community. Presentations required. Work under the supervision of the Executive Director. Must have a personal computer with internet access and excellent computer and speaking abilities. Must have reliable transportation. Associate's Degree, part-time 15 hours per week, afternoons, evenings & weekends.**

Job Title **VIRGIN ISLANDS REGIONAL EXECUTIVE**

Order Number VI0015921 Posted: 8/2/2011

Salary \$175,000.00 Annually Duration: Full Time

Experience 12 Years License: N/A

Education Bachelor's Degree Training: Bachelor's Degree in Business Administration



**Friday, August 12, 2011**

**St. Thomas - Management Occupations**

**Job Summary**

The Virgin Islands Region Executive leads and manages FirstBank Puerto Rico's operations in the US and British Virgin Islands consisting primarily of all service banking operations in these territories inclusive of retail branches; electronic banking; commercial, mortgage and consumer lending and loan portfolios; insurance business strategic alliance operations; and a small loan company (First Express Inc.) Must be knowledgeable of credit, budgeting and forecasting; knowledge in project management and managing resources; strong negotiating skills; knowledge of bank products and services; people management and interpersonal skills. Ability to communicate and interact with officials at all level of government, including regulators; and work effectively with internal constituencies. Ability to work several projects simultaneously and have personal computer knowledge (Word, Excel, Power Point) Bachelor's Degree in Business Administration with a major in Business, Accounting or Finance, or advanced degree preferred. Eleven (11) or Twelve (12) years of related experience in Banking operations; regulatory knowledge; management and leadership; sales and relationship management; strategic planning and execution; advanced lending; finance and budgeting; hiring, talent development and performance management; marketing; acquisition and divestiture. Must apply on-line: [www.firstbankvi.com](http://www.firstbankvi.com).

<b>Job Title</b>	<b>HUMAN RESOURCES DIRECTOR</b>		
Order Number	VI0015883	Posted:	7/25/2011
Salary	\$50,000.00 Annually	Duration:	Full Time
Experience	5 Years	License:	N/A
Education	Master's Degree	Training:	Bachelors or Masters Degree
<b>Job Summary</b>	<b>Responsible for staffing qualified personnel; ensuring employment statute compliance; overseeing all aspects of wage, benefit, worker's compensation unemployment; training program direction, implementation and administration; and employee relations coaching, counseling and discipline. Willing to accept 5 years experience is Human Resources. Drug Test and Background Check required. Resume can be faxed. Candidate can also apply in person Tuesday, Wednesday, and Thursday between 1:00pm-4:00pm.</b>		

<b>Job Title</b>	<b>CHIEF ENGINEER</b>		
Order Number	VI0015880	Posted:	7/25/2011
Salary	\$51,000.00 Annually	Duration:	Full Time
Experience	4 Years	License:	N/A
Education	High School Diploma	Training:	N/A
<b>Job Summary</b>	<b>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 @ <a href="http://careers.marriott.com">careers.marriott.com</a>.</b>		

<b>Job Title</b>	<b>RESTAURANT MANAGER</b>		
Order Number	VI0015878	Posted:	7/25/2011
Salary	\$51,000.00 Annually	Duration:	Full Time
Experience	4 Years	License:	High School Diploma
Education	High School Diploma	Training:	2-Year Degree
<b>Job Summary</b>	<b>Supervises daily restaurant operations and assists with menu planning, maintains sanitation standards and assists servers and hosts on the floor during peak meal periods. Strives to continually improve guest and associate satisfaction and maximize the financial performance in areas of responsibility. Determines training needed to accomplish goals, then implements plan. Utilizes interpersonal and communication skills to lead, influence, and encourage others; advocates sound financial/business decision making; demonstrates honesty/integrity; leads by example. Requires a High School Diploma or GED; 4 years experience in food and beverage, culinary, or related professional area or 2-year degree from an accredited University in Food Service Management, Hospitality, Business Administration, or related major; 2 years experience in the food and beverage, culinary, or related professional area. Apply online @ <a href="http://careers.marriott.com">careers.marriott.com</a>.</b>		



**Friday, August 12, 2011**

**St. Thomas - Management Occupations**

Job Title	<b>ASSISTANT MANAGER</b>		
Order Number	VI0015690	Posted:	7/18/2011
Salary	\$20,592.00 Annually	Duration:	Full Time
Experience	1 Years	License:	N/A
Education	High School Diploma	Training:	N/A
Job Summary	<p><b>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.</b></p>		

Job Title	<b>FRONT OFFICE MANAGER</b>		
Order Number	VI0015846	Posted:	7/15/2011
Salary	\$51,000.00 - \$53,500.00 Annually	Duration:	Full Time
Experience	2 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A
Job Summary	<p><b>Responsible for all front office functions and staff on a daily basis. Front office areas include Bell Staff, Switchboard Operations, Guest Services/Front Desk and Retail/Gift Shop. Ensure guest and associate satisfaction and maximizes the financial performance of the department. Knowledge of principles and processes by providing customer and personal service. This include customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Must be skilled in the use of basic computer hardware and software (e.g. personal computers, word processing software, internet browsers, etc.). Bachelor's Degree from an accredited university in Hotel and Restaurant Management, Hospitality, Business Administration, or related major; 2 years experience. Shift work available. Apply on -line at careers.marriott.com.</b></p>		

Job Title	<b>ASSISTANT FRONT OFFICE MANAGER</b>		
Order Number	VI0015845	Posted:	7/15/2011
Salary	\$38,000.00 - \$40,000.00 Annually	Duration:	Full Time
Experience	2 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A
Job Summary	<p><b>Assist Front Office Manager in administering front office functions and supervising staff. Front office area includes bell/door staff, switchboard, and guest services/front desk. Work closely with manages and associates to carry out procedures to ensure an efficient check-in and check-out process. Ensures guest and associate satisfaction and maximize the financial performance of the department. Must apply on-line at www.careers.marriott.com.</b></p>		

Job Title	<b>FRONT DESK MANAGER</b>		
Order Number	VI0015844	Posted:	7/15/2011
Salary	\$33,000.00 - \$53,500.00 Annually	Duration:	Full Time
Experience	2 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A



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**St. Thomas - Management Occupations**

**Job Summary** Administering front office functions and supervising staff on a daily basis. Front office areas include Bell/Door Staff, Switchboard and Guest Services/Front Desk. Position directs and works with managers and associates to carry out procedures ensuring an efficient check in and check out process. Ensure guest and associate satisfaction and maximizes the financial performance of the department. Knowledge of principles and processes by providing customer and personal service. This include customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Must be skilled in the use of basic computer hardware and software (e.g. personal computers, word processing software, internet browsers, etc.). Bachelor's Degree from an accredited university in Hotel and Restaurant Management, Hospitality, Business Administration, or related major; 2 years experience. Shift work available. Apply on-line at [careers.marriott.com](http://careers.marriott.com).

**Job Title** HOUSEKEEPING MANAGER

**Order Number** VI0015843 **Posted:** 7/15/2011

**Salary** \$33,000.00 Annually **Duration:** Full Time

**Experience** 2 Years **License:** N/A

**Education** Bachelor's Degree **Training:** N/A

**Job Summary** Responsible for daily shift operation of Housekeeping, Recreation/Health Club and, if applicable, Laundry. Directs and works with associates to ensure hotel guestrooms, public space and associated areas are clean and well maintained. Complete inspections and hold staff accountable for corrective action. Ensure guest and associate satisfaction while maintaining the operating budget. Must apply on line @ [careers.marriott.com](http://careers.marriott.com).

**Job Title** OPERATIONS MANAGER

**Order Number** VI0015842 **Posted:** 7/15/2011

**Salary** \$33,000.00 - \$50,000.00 Annually **Duration:** Full Time

**Experience** 2 Years **License:** N/A

**Education** Bachelor's Degree **Training:** N/A

**Job Summary** Operations leader for Front Office, Engineering/Maintenance and Housekeeping. Develop and implement strategies and ensure implementation of the brand service strategy and brand initiatives. Bachelor's Degree in Hotel & Restaurant Management, Hospitality, Business Admin or related; 2 years experience in guest service, front desk, housekeeping or related professional area. Full-time position, flexible shifts. Must apply on-line @ [careers.marriott.com](http://careers.marriott.com).

**Job Title** OUTLET MANAGER

**Order Number** VI0015840 **Posted:** 7/15/2011

**Salary** \$30,000.00 - \$35,000.00 Annually **Duration:** Full Time

**Experience** 1 Years **License:** N/A

**Education** High School Diploma **Training:** N/A

**Job Summary** Responsible for coordinating, supervising and directing all aspects of one food & beverage outlet's operations, while maintaining a profitable food & beverage outlet and high quality products and service levels. He/She is expected to market ideas to promote business; reduce employee turnover; maintain revenue and payroll budgets; and meet budgeted productivity while keeping quality consistently high. Valid V.I. Health Card, Background Check and Drug Test required. Position require flexibility with days and hours. Resume can be fax or candidate can apply in person between 10:00am-4:00pm Tuesday, Wednesday and Thursday.

**Job Title** SENIOR INTERNATIONAL PROJECT MANAGER

**Order Number** VI0015813 **Posted:** 7/14/2011

**Salary** \$60,000.00 - \$70,000.00 Annually **Duration:** Full Time

**Experience** 10 Years **License:** N/A

**Education** Bachelor's Degree **Training:** N/A



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**St. Thomas - Management Occupations**

Job Summary

Responsible for working with the assigned in-country project COPs and project staff on the management of all contract, budgetary and financial aspects of the projects to ensure the on-time and on-budget delivery of project services and solutions. Providing the necessary liaison support for in-country project managers to Fintracs US team, including problem solving, risk mitigation, resource acquisition, etc. Liaising with project donor(s); managing all technical and financial reporting. Managing local and international subcontractors as well as all partner alliances in the field (including local NGO and other designated project partners). Fostering and managing field staff development. Contributing to activities in technical practice areas. Conducting regular management visits to assigned project(s). Overseeing all project/program start-up and close-out. Preparing, managing and monitoring budgets while ensuring compliance with contractual obligations for multiple/simultaneous projects. Contributing to new business initiatives, including cost proposals. Assisting in contract development as needed. Providing monthly reports on the status of individual projects. Overseeing the annual financial audits of individual projects. Representing Fintrac at networking and project events, client meetings and other project-related activities. Bachelor's Degree with 10 years experience. Position is full-time; Work days are Monday-Friday between 8:30am-5:00pm. Email resume to [tdaley@fintrac.com](mailto:tdaley@fintrac.com).

**Job Title COMMUNICATIONS DEPT MANAGER**

Order Number	VI0015812	Posted:	7/14/2011
Salary	\$70,000.00 - \$80,000.00 Annually	Duration:	Full Time
Experience	10 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A

Job Summary

Responsible for creating and pursuing communication strategies that support Fintracs operations, provide information and promote the organization with key audiences. Developing communications materials including: website content; briefing materials; presentations; media releases; briefing notes; and articles relevant to Fintrac work. Organizing and managing the publications and communications department staff and work content. Managing the production of print, media, and web content on a range of technical areas (primarily agricultural), includes writing, editing, formatting, and proofreading corporate publications and communications. Ensuring that all publications and communications produced by the organization are of the highest standards set by the department and corporate management. Evaluating and synthesizing relevant technical and agricultural-related data and or information accurately, and working collaboratively with content experts. Coordinating with Fintrac staff and partner organizations to ensure any all joint submissions are presented complete and based on established timelines. Working with the proposal writer to ensure that all proposal submissions are completed accurately and against RFP requirements. Inter facing with all Fintrac departments to ensure requirements for products, events, websites and publications are clear and documented. Researching and writing corporate and technical fact sheets, capability statements and providing writing expertise to other assignments as needed. Bachelor's Degree with 10 years experience. Position is full-time; work days are Monday-Friday between 8:30am-5:00pm. Email resume to [tdaley@fintrac.com](mailto:tdaley@fintrac.com).

**Job Title BUSINESS RELATIONSHIP MANAGER**

Order Number	VI0015785	Posted:	7/8/2011
Salary	\$59,600.00 - \$89,400.00 Annually	Duration:	Full Time
Experience	5 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A

Job Summary

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](http://www.firstbankvi.com).

**Job Title EXECUTIVE DIRECTOR CLINICAL EXCELLENCE**

Order Number	VI0015777	Posted:	7/8/2011
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**St. Thomas - Management Occupations**

Salary	\$90,000.00 Annually	Duration:	Full Time
Experience	10 Years	License:	RN, BSN, MSN or MD
Education	Master's Degree	Training:	N/A
Job Summary	<p><b>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@icm cvi.com.</b></p>		

Job Title	<b>MARKET DEVELOPMENT MANAGER</b>		
Order Number	VI0015736	Posted:	6/28/2011
Salary	\$40,000.00 Annually	Duration:	Full Time
Experience	1 Years	License:	Current V.I. Driver's License
Education	High School Diploma	Training:	N/A
Job Summary	<p><b>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 &amp; St. Croix.</b></p>		

Job Title	<b>HUMAN RESOURCE DIRECTOR</b>		
Order Number	VI0015710	Posted:	6/21/2011
Salary	\$80,000.00 Annually	Duration:	Full Time
Experience	6 Years	License:	PHR/SPHR Certification
Education	Bachelor's Degree	Training:	HR Mgmt, Organ Devel, Busi Admin
Job Summary	<p><b>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.</b></p>		

Job Title	<b>MARKETING AND BUSINESS SERVICES MANAGER</b>		
Order Number	VI0015709	Posted:	6/21/2011
Salary	\$70,000.00 Annually	Duration:	Full Time
Experience	5 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A



**Friday, August 12, 2011**

**St. Thomas - Management Occupations**

Job Summary

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@icmvi.com](mailto:careers@icmvi.com).

Job Title

**LEAN SIX SIGMA TRAINER MASTER BLACK BELT**

Order Number

VI0015708

Posted:

6/21/2011

Salary

\$90,000.00 Annually

Duration:

Full Time

Experience

5 Years

License:

N/A

Education

Bachelor's Degree

Training:

N/A

Job Summary

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](mailto:careers@icmvi.com).

Job Title

**EXECUTIVE DIRECTOR**

Order Number

VI0015704

Posted:

6/20/2011

Salary

\$85,000.00 - \$110,000.00 Annually

Duration:

Full Time

Experience

5 Years

License:

N/A

Education

Associate's Degree

Training:

Business Administration

Job Summary

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; however, the position will remain open until filed.

Job Title

**OUTLET MANAGER**

Order Number

VI0015693

Posted:

6/20/2011

Salary

\$47,000.00 - \$70,000.00 Annually

Duration:

Part Time

Experience

3 Years

License:

Valid V.I. Health Card

Education

High School Diploma

Training:

N/A

Job Summary

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

Job Title

**KITCHEN SUPERVISOR**



**Friday, August 12, 2011**

**St. Thomas - Management Occupations**

Order Number	VI0015680	Posted:	6/16/2011
Salary	\$27,040.00 Annually	Duration:	Full Time
Experience	2 Years	License:	Valid VI Health Card
Education	High School Diploma	Training:	N/A
Job Summary	<b>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.</b>		

Job Title	<b>FOOD &amp; BEVERAGE SUPERVISOR</b>		
Order Number	VI0015679	Posted:	6/16/2011
Salary	\$27,040.00 Annually	Duration:	Full Time
Experience	2 Years	License:	Valid VI Health Card
Education	High School Diploma	Training:	N/A
Job Summary	<b>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.</b>		

**St. Thomas - Business and Financial Operations Occupations**

Job Title	<b>CLAIMS ADJUSTER</b>		
Order Number	VI0015897	Posted:	7/26/2011
Salary	\$30,000.00 - \$35,000.00 Annually	Duration:	Full Time
Experience	4 Years	License:	Certified Mechanic or Adjuster
Education	Associate's Degree	Training:	N/A
Job Summary	<b>Adjuster will be responsible for working in the field doing inspections of vehicles, gathering information, negotiating with the Auto Body Shops, preparing breakdowns and presenting the settlement to the claimants. Associate Degree preferred or 3-4 years experience. Willing to accept related experience as a Certified Mechanic or Adjuster.</b>		

Job Title	<b>EVENTS MANAGER</b>		
Order Number	VI0015882	Posted:	7/25/2011
Salary	\$38,000.00 Annually	Duration:	Full Time
Experience	1 Years	License:	N/A
Education	Some College	Training:	Hotel/Restaurant Management/Hospitality/Bus. Admin.
Job Summary	<b>Responsible for preparing all event documentation and coordinates with Sales, hotel departments and customer to ensure consistent, high level service throughout pre-event, event and post-event phases of hotel events. Position primary handles events of average complexity. Ensures their hotel events have a seamless turnover from sales to service. Recognizes opportunities to maximize revenue opportunities by up-selling and offering enhancements to create outstanding events. Good writing, reading &amp; oral comprehension; basic computer skills; customer and personal service. Some college in Hotel &amp; Restaurant Management, Hospitality, Business Admin, 1-2 years experience in the event management or related professional area. Must apply on-line @ careers.marriott.com.</b>		

Job Title	<b>DIRECTOR EVENT PLANNING &amp; OPERATIONS</b>		
Order Number	VI0015881	Posted:	7/25/2011



**Friday, August 12, 2011**

**St. Thomas - Business and Financial Operations Occupations**

Salary	\$68,000.00 Annually	Duration:	Full Time
Experience	4 Years	License:	N/A
Education	High School Diploma	Training:	Hotel/Restaurant Management/Hospitality/Bus. Admin.

**Job Summary**      **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.**

<b>Job Title</b>	<b>CPA</b>		
Order Number	VI0015849	Posted:	7/18/2011
Salary	\$50,000.00 Annually	Duration:	Full Time
Experience	5 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A

**Job Summary**      **To assist with broker dealer back office processing. Valid Series 24 & 27, Masters or other Post Graduate Degree in a finance related field such as accounting and 5 years of accounting experience required. Experience with a Broker Dealer or other major investment institution preferred. Virgin Islands residents are encouraged to apply. Salary commensurate with experience. Please email resume and cover letter to info@thbrokerage.com.**

<b>Job Title</b>	<b>MEETING SERVICES MANAGER</b>		
Order Number	VI0015834	Posted:	7/15/2011
Salary	\$35,000.00 - \$41,600.00 Annually	Duration:	Full Time
Experience	1 Years	License:	N/A
Education	High School Diploma	Training:	N/A

**Job Summary**      **Responsible for coordinating and supervising assigned group business after it is booked by the sales department. Completion of the event or function, while maintaining profitable operations and high quality products and service levels. Market ideas to promote business and reduce employee turnover. Maintain revenue and payroll budgets and meet budgeted productivity while keeping quality consistently high. Acting as a liaison between client and operating departments to ensure a successful meeting and to generate repeat business. Health Card, Drug test and Background Check required. Position requires flexibility with days and hours. Resume can be fax or candidate can apply in person Tuesday, Wednesday, Thursday between 1:00pm-4:00pm.**

<b>Job Title</b>	<b>INTERNATIONAL RECRUITMENT MANAGER</b>		
Order Number	VI0015810	Posted:	7/14/2011
Salary	\$60,000.00 - \$70,000.00 Annually	Duration:	Full Time
Experience	7 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A



**Friday, August 12, 2011**

**St. Thomas - Business and Financial Operations Occupations**

Job Summary

Responsible for delivering high quality professional and senior level technical candidates to all corporate projects and proposals. Improving quality of staffing procedures and retention in field offices; working with senior managers on local compensation issues and job descriptions for Fintrac field project office personnel. Managing recruitment for all new business working strategically with business development team from inception of process; conducting strategic sourcing and research for upcoming bids and proposal openings; traveling internationally to provide recruitment for proposal capture process; contributing to production of multi-year, international technical project proposals, and, managing the offer and process. Developing and providing presentation of candidates, from proposals, resumes, promotional materials, and success stories, to job descriptions and advertisements (for a variety of media, as appropriate). Overseeing and owning the international recruitment database, ensuring the most accurate and recent documents and information; continually improving processes through the collection and capture of information from hiring managers and other relevant staff before/during/after recruitment for proposals and field positions. Designing effective recruitment strategies and conducting specific campaigns to fill positions in specialized agricultural and technical fields. Developing recruitment networks with both public sector and commercial entities that operate in the international agribusiness sector, and establishing and maintaining recruitment networks with suitable institutions worldwide. Developing and maintaining strong working relationships with potential candidates, colleagues, HR partners, and external constituents; maintaining a robust pipeline of highly qualified global professionals. Overseeing the development, implementation and maintenance of a network of contacts and candidates via the proactive use of social media (Facebook, LinkedIn, etc.) and other appropriate medium. Bachelor's Degree with 7 plus years experience. Position is full-time; work days are Monday-Friday between 8:30am-5:00pm. Email resume to [rpeterson@fintrac.com](mailto:rpeterson@fintrac.com).

Job Title

**INTERNAL AUDITOR COMPLIANCE/MED CODING**

Order Number

VI0015783

Posted:

7/8/2011

Salary

\$70,000.00 Annually

Duration:

Full Time

Experience

3 Years

License:

RHIT, CCS and/or CCS-P

Education

Bachelor's Degree

Training:

N/A

Job Summary

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@icmcvi.com](mailto:careers@icmcvi.com).

Job Title

**ACCOUNTANT**

Order Number

VI0015737

Posted:

6/28/2011

Salary

\$40,000.00 - \$60,000.00 Annually

Duration:

Full Time

Experience

5 Years

License:

N/A

Education

Bachelor's Degree

Training:

N/A

Job Summary

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](mailto:info@giffthillschool.org).

Job Title

**ANALYST**

Order Number

VI0015716

Posted:

6/22/2011

Salary

\$50,000.00 - \$100,000.00 Annually

Duration:

Full Time

Experience

2 Years

License:

N/A

Education

Bachelor's Degree

Training:

N/A



**Friday, August 12, 2011**

**St. Thomas - Business and Financial Operations Occupations**

**Job Summary** 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](mailto:contactus@alpineusvi.com).

**Job Title** SENIOR ASSOCIATE CREDIT MONITORING  
**Order Number** VI0015677 **Posted:** 6/16/2011  
**Salary** \$100,000.00 - \$130,000.00 Annually **Duration:** Full Time  
**Experience** 2 Years **License:** N/A  
**Education** Bachelor's Degree **Training:** N/A

**Job Summary** 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 Resume.

**Job Title** MULTI-LINE CLAIMS ADJUSTER  
**Order Number** VI0015641 **Posted:** 6/3/2011  
**Salary** \$60,000.00 Annually **Duration:** Full Time  
**Experience** 5 Years **License:** N/A  
**Education** Bachelor's Degree **Training:** N/A

**Job Summary** 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](mailto:rneal@vericclaiminc.com).

**St. Thomas - Computer and Mathematical Occupations**

**Job Title** REPORTS DEVELOPER  
**Order Number** VI0015583 **Posted:** 7/27/2011  
**Salary** \$65,000.00 Annually **Duration:** Full Time  
**Experience** 4 Years **License:** N/A  
**Education** Bachelor's Degree **Training:** N/A

**Job Summary** 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](mailto:careers@iccv.com) or fax.

**Job Title** WEB DEVELOPER  
**Order Number** VI0015815 **Posted:** 7/14/2011



**Friday, August 12, 2011**

**St. Thomas - Computer and Mathematical Occupations**

Salary	\$30,000.00 - \$40,000.00 Annually	Duration:	Full Time
Experience	2 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A
Job Summary	<b>Responsible for managing website index software and website login and reporting. A main function of this position will require providing support for several websites, graphic design, and updating content. Bachelor's Degree with 6 months-2 years experience. Salary commensurate with experience; highly competitive benefits package. Position is full-time; Work days are Monday-Friday between 8:30am-5:00pm. Email resume to tdaley@fintrac.com.</b>		

Job Title	<b>MONITORING &amp; EVALUATION SPECIALIST</b>		
Order Number	VI0015814	Posted:	7/14/2011
Salary	\$30,000.00 - \$40,000.00 Annually	Duration:	Full Time
Experience	5 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A
Job Summary	<b>Responsible for proficiency in survey design and implementation. Advanced knowledge of statistics and ability to analyze and interpret data and present findings in written and oral form. Experience in quantitative and qualitative data collection and analysis. In-depth knowledge of MS Excel, Power Point, Word, database and statistical programs. Excellent oral and written communication skills. Spanish and/or French are plus. Bachelor's Degree with 5 years experience and Masters Degree in statistics, financial analysis or social sciences with an emphasis on Impact Evaluation and Reporting(preferred). Position is full-time; Work days are Monday-Friday between 8:30am-5:00pm. Email resume to tdaley@fintrac.com.</b>		

Job Title	<b>SYSTEM ADMINISTRATOR</b>		
Order Number	VI0015760	Posted:	7/1/2011
Salary	\$55,000.00 - \$80,000.00 Annually	Duration:	Full Time
Experience	2 Years	License:	N/A
Education	Bachelor's Degree	Training:	Systems Administration
Job Summary	<b>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.</b>		

Job Title	<b>DIRECTOR INFRASTRUCTURE SECURITY</b>		
Order Number	VI0015707	Posted:	6/21/2011
Salary	\$90,000.00 Annually	Duration:	Full Time
Experience	10 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A
Job Summary	<b>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.</b>		

Job Title	<b>WIRELESS NETWORK OPERATIONS MANAGER</b>
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**Friday, August 12, 2011**

**St. Thomas - Computer and Mathematical Occupations**

Order Number	VI0015671	Posted:	6/10/2011
Salary	\$75,000.00 - \$100,000.00 Annually	Duration:	Full Time
Experience	5 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A
Job Summary	<p><b>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.</b></p>		

**St. Thomas - Architecture and Engineering Occupations**

Job Title	<b>LEAD ARCHITECT PROGRAM MANAGER</b>		
Order Number	VI0015706	Posted:	6/21/2011
Salary	\$90,000.00 Annually	Duration:	Full Time
Experience	5 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A
Job Summary	<p><b>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@icmvi.com.</b></p>		

**St. Thomas - Life, Physical, and Social Science Occupations**

Job Title	<b>GROUP FACILITATOR</b>		
Order Number	VI0015943	Posted:	8/4/2011
Salary	\$34,403.00 Annually	Duration:	Part Time
Experience	2 Years	License:	VI Driver's License
Education	Associate's Degree	Training:	N/A
Job Summary	<p><b>Delivers therapeutic services in group settings to youths. Associate's Degree preferred with two (2) or more years. Drug Test is required. Must have a valid V.I. Driver's License. Work days are flexible or as needed. Resume can be fax or mail.</b></p>		

**St. Thomas - Community and Social Services Occupations**

Job Title	<b>WEEKEND CASE MANAGER</b>		
Order Number	VI0015942	Posted:	8/4/2011
Salary	\$27,518.00 Annually	Duration:	Part Time
Experience	2 Years	License:	VI Driver's License and VI Health Card
Education	Associate's Degree	Training:	N/A
Job Summary	<p><b>Provides treatment for youths and their families. Associate's Degree preferred with two (2) or more years. Drug Test is required. Must have a valid V.I. Driver's License and Health Card. Work days are Saturday and Sunday or as needed. Resume can be fax or mail.</b></p>		



**Friday, August 12, 2011**

**St. Thomas - Education, Training, and Library Occupations**

<b>Job Title</b>	<b>INSTRUCTIONAL DESIGNER</b>		
Order Number	VI0015782	Posted:	7/8/2011
Salary	\$60,000.00 Annually	Duration:	Full Time
Experience	5 Years	License:	N/A
Education	Master's Degree	Training:	Instructional Design/Educational Technology
Job Summary	<p><b>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.</b></p>		

<b>Job Title</b>	<b>ASSISTANT TEACHER</b>		
Order Number	VI0015763	Posted:	7/1/2011
Salary	\$17,500.00 Annually	Duration:	Full Time
Experience	1 Years	License:	N/A
Education	Associate's Degree	Training:	N/A
Job Summary	<p><b>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.</b></p>		

<b>Job Title</b>	<b>MUSIC TEACHER</b>		
Order Number	VI0015705	Posted:	6/20/2011
Salary	\$33,000.00 Annually	Duration:	Full Time
Experience	3 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A
Job Summary	<p><b>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.</b></p>		

**St. Thomas - Arts, Design, Entertainment, Sports, and Media Occupations**

<b>Job Title</b>	<b>EDITOR/WRITER</b>		
Order Number	VI0015811	Posted:	7/14/2011
Salary	\$35,000.00 - \$45,000.00 Annually	Duration:	Full Time
Experience	1 Years	License:	N/A



**Friday, August 12, 2011**

**St. Thomas - Arts, Design, Entertainment, Sports, and Media Occupations**

Education	Bachelor's Degree	Training:	N/A
Job Summary	<p>Responsible for assisting in the production of print, media, and web content on a range of technical areas (primarily agricultural), including the writing, editing, formatting, and proofreading of corporate publications and communications. Ensuring that all publications and communications produced by the organization are of the highest standards set by the department and corporate management. Evaluating and synthesizing relevant technical and agricultural-related data and/or information accurately, and work collaboratively with content experts. Editing and/or writing copy for USAID proposals, field project newsletters and success stories, corporate and project technical reports and documents, and other Fintrac publications. Assisting the proposal writer to ensure that all proposal submissions are completed accurately and against RFP requirements. Interfacing with all Fintrac departments to ensure requirements for written products, web content and alternative media are clear and documented. Researching and writing corporate and technical fact sheets, capability statements and providing writing expertise to other assignments as needed. Bachelor's Degree with 1-2 years experience. Position is full-time; work days are Monday-Friday between 8:30am-5:00pm. Email resume to <a href="mailto:tdaley@fintrac.com">tdaley@fintrac.com</a>.</p>		

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Job Title	<b>GRAPHICS DESIGN SPECIALIST</b>		
Order Number	VI0015808	Posted:	7/14/2011
Salary	\$28,000.00 - \$38,000.00 Annually	Duration:	Full Time
Experience	2 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A
Job Summary	<p>Responsible for working closely with other members of the communications department as well as senior management to plan, analyze and create visual solutions to corporate communications needs. Gathering information and materials (including video, digital images, etc.) on corporate projects domestically and internationally to generate concepts and layouts for the development of communications materials. Crafting the most effective ways to get corporate messages across in both print and electronic media. Collaborating with the IT department in creating and managing content for all corporate websites. Using specialized software to create layouts and design elements for use in corporate publications. Developing the overall layout and production designs for international proposals, technical reports, newsletters, promotional materials, and other publications. Creating graphs and charts from data for use in publications, and consulting with writers on text that accompanies the designs. Developing material for corporate webpages, interactive media, and multi-media projects. Assisting in the selection process for publications equipment and supplies. Ensuring job-specific equipment and software is registered, maintained, and updated as needed. Maintaining technical knowledge by attending design workshops, reviewing professional publications, participating in relevant on-line forums. Bachelor's Degree with 2-5 years experience. Position is full-time; work days are Monday-Friday between 8:30am-5:00pm. Email resume to <a href="mailto:tdaley@fintrac.com">tdaley@fintrac.com</a>.</p>		

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Job Title	<b>USAID PROPOSAL WRITER</b>		
Order Number	VI0015807	Posted:	7/14/2011
Salary	\$55,000.00 - \$65,000.00 Annually	Duration:	Full Time
Experience	7 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A



**Friday, August 12, 2011**

**St. Thomas - Arts, Design, Entertainment, Sports, and Media Occupations**

Job Summary

Responsible for writing, editing, formatting, and proof reading proposals, related correspondence, and other documents. Coordinating with staff and partner organizations to ensure all required documents are completed and submitted based on the established timeline. Organizing and ensuring that all supporting documents required by the funder are collected and collated into the final proposal document. Interfacing with the grants and contracts office to ensure all necessary documents are completed and included in the cost proposal. Providing detailed and strategic analysis of solicitations, instructions, and proposal-related information. Contributing to proposal design and development of the technical approach. Developing and utilizing tools, templates and work processes that result in streamlined and efficient proposal teamwork. Overseeing proposal teams comprised of Fintrac staff and individuals representing other organizations. Ensuring effective and ongoing communication among Fintrac, external partners and collaborators throughout the proposal development process. Researching and writing corporate and technical fact sheets, capability statements and providing writing expertise to other assignments as needed. Bachelor's Degree with 7 plus years experience. Position is full-time; work days are Monday-Friday between 8:30am-5:00pm. Email resume to [tdaley@fintrac.com](mailto:tdaley@fintrac.com).

**St. Thomas - Healthcare Practitioners and Technical Occupations**

Job Title	<b>SURGICAL TECHNICIAN</b>		
Order Number	VI0015653	Posted:	6/6/2011
Salary	\$37,440.00 - \$41,600.00 Annually	Duration:	Full Time
Experience	0 Years	License:	Surgical Technician Cert./ BCLS, CPR, CBSPD Cert
Education	Some College	Training:	N/A

Job Summary

**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](mailto:yppracticemanager@viurology.com).**

**St. Thomas - Healthcare Support Occupations**

Job Title	<b>MASSAGE THERAPIST</b>		
Order Number	VI0015698	Posted:	6/20/2011
Salary	\$15,080.00 - \$33,051.00 Annually	Duration:	Full Time
Experience	0.5 Years	License:	N/A
Education	High School Diploma	Training:	N/A

Job Summary

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

**St. Thomas - Protective Service Occupations**

Job Title	<b>SECURITY OFFICER</b>		
Order Number	VI0015692	Posted:	6/20/2011
Salary	\$18,616.00 - \$31,034.00 Annually	Duration:	Full Time
Experience	1 Years	License:	N/A



**Friday, August 12, 2011**

**St. Thomas - Protective Service Occupations**

Education	High School Diploma	Training:	N/A
Job Summary	<p>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 <a href="http://www.westin.jobs">www.westin.jobs</a>. Job is on St. John</p>		

**St. Thomas - Food Preparation and Serving Related Occupations**

Job Title	<b>COOK I, SUSHI</b>	 <i>New Posting</i>	
Order Number	VI0015959	Posted:	8/9/2011
Salary	\$36,088.00 Annually	Duration:	Full Time
Experience	1 Years	License:	Valid VI Food Handlers Certificate
Education	High School Diploma	Training:	N/A
Job Summary	<p>Monitor stock of kitchen supplies and food. Determine how food should be presented, and create decorative food displays. Monitor the quality of food that is prepared and the portions that are served. Set-up and break down work station. Prepare ingredients for cooking, including portioning, chopping, and storing food. Pull food from freezer storage to thaw in the refrigerator. Weigh, measure, and mix ingredients according to recipes or personal judgment. Prepare and cook food according to recipes, quality standards, presentation standards, and food preparation checklist. Monitor food quality while preparing food. Move, lift, carry, push, pull and place objects weighing less than 25 pounds without assistance. Assist management in hiring, training, scheduling, evaluating, counseling, disciplining, and motivating and coaching employees; serve as a role model. Follow all company safety and security policies and procedures; report maintenance needs, accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications. Ensure uniform and personal appearance are clean and professional. Welcome and acknowledge all guests according to company standards. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Valid Health Card required. High School Diploma with 1 year experience. Able to work a flexible shift. Full-time position. Must apply on line at <a href="http://careers.ritzcarlton.com">careers.ritzcarlton.com</a>.</p>		

Job Title	<b>FOOD &amp; BEVERAGE DIRECTOR</b>	 <i>New Posting</i>	
Order Number	VI0015957	Posted:	8/8/2011
Salary	\$25,000.00 - \$30,000.00 Annually	Duration:	Full Time
Experience	1 Years	License:	N/A
Education	High School Diploma	Training:	Some College
Job Summary	<p>The Director of Food &amp; Beverage is responsible for coordinating, supervising and directing all property food and beverage operations, while maintaining a profitable Food &amp; Beverage department and high quality products and service levels. He/she is expected to market ideas to promote business; reduce employee turnover; maintain revenue and payroll budgets; and meet budgeted productivity while keeping quality consistently high. Previous Hotel Food and Beverage Experience is accepted. Salary is Negotiable based on experience. Resume can be faxed or candidate can apply in person between 10:00am-4:00pm Tuesday, Wednesday and Thursday.</p>		

Job Title	<b>RESTAURANT HELPER/DELIVERY</b>	 <i>New Posting</i>	
Order Number	VI0015950	Posted:	8/5/2011
Salary	\$15,080.00 Annually	Duration:	Full Time
Experience	0 Years	License:	Health Card
Education	Less than High School	Training:	N/A
Job Summary	<p>Individual will be required to assist in the making of sandwiches, help clean the restaurant and deliver food to customers in the downtown Charlotte Amalie area. Ability to ride a bike or moped for delivery is a plus. Less than HS education is accepted and job starts on August 10, 2011. Health Card and Drug Testing are required. Candidate can apply in person @ 10:00 am or email resume to <a href="mailto:ronandavid56@gmail.com">ronandavid56@gmail.com</a>.</p>		





Friday, August 12, 2011

**St. Thomas - Food Preparation and Serving Related Occupations**

Education High School Diploma Training: N/A

Job Summary **Responsible for assisting the servers in providing the highest quality service possible to guests while maintaining the highest standards of cleanliness and sanitation throughout the hours of operation. Must insure that all tables are kept clean and presentable with clean china, glassware, silverware and linen. Valid V.I. Health Card, Background Check and Drug Test required. Work hours are flexible and long hours sometimes. Resume can be fax or candidate can apply in person between 10:00am-4:00pm Tuesday, Wednesday and Thursday.**

Job Title **COOK**

Order Number VI0015822 Posted: 7/15/2011

Salary \$18,720.00 - \$24,960.00 Annually Duration: Full Time

Experience 1 Years License: N/A

Education High School Diploma Training: N/A

Job Summary **Responsible for preparing all food items based on standardized recipes for the Restaurants, Room Service, Employee Cafeteria and Banquets, while maintaining the highest standards to produce an appealing and appetizing product. Also responsible for ensuring the cleanliness, sanitation and safety in the kitchen and work areas while minimizing waste and maximizing cost/production ratio. High School Diploma with years in Hotel/Culinary experience. Valid V.I. Health Card, Background Check and Drug Test required. Work hours are flexible and long hours sometimes. Resume can be fax or candidate can apply in person between 10:00am-4:00pm Tuesday, Wednesday and Thursday.**

Job Title **BARTENDER**

Order Number VI0015817 Posted: 7/14/2011

Salary \$15,080.00 Annually Duration: Full Time

Experience 1 Years License: N/A

Education High School Diploma Training: N/A

Job Summary **Responsible for the complete set-up of bar area and mix drinks for all guests and servers. Valid Health Card required, High School Diploma 1-3 years hotel experience. Salary tips included. Position requires flexibility with days and hours. Resume can be fax or candidate can apply in person between 10:00am-4:00pm Tuesday, Wednesday and Thursday.**

Job Title **OUTLET SUPERVISOR**

Order Number VI0015697 Posted: 6/20/2011

Salary \$23,941.00 - \$33,051.00 Annually Duration: Full Time

Experience 1 Years License: Valid V.I. Health Card

Education High School Diploma Training: N/A

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

Job Title **SERVER**

Order Number VI0015695 Posted: 6/20/2011

Salary \$15,080.00 Annually Duration: Part Time

Experience 1 Years License: N/A

Education High School Diploma Training: N/A



**Friday, August 12, 2011**

**St. Thomas - Food Preparation and Serving Related Occupations**

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

**Job Title** **BARTENDER**

<b>Order Number</b>	VI0015694	<b>Posted:</b>	6/20/2011
<b>Salary</b>	\$15,080.00 - \$81,120.00 Annually	<b>Duration:</b>	Full Time
<b>Experience</b>	1 Years	<b>License:</b>	N/A
<b>Education</b>	High School Diploma	<b>Training:</b>	N/A

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

**Job Title** **STEWARD**

<b>Order Number</b>	VI0015684	<b>Posted:</b>	6/16/2011
<b>Salary</b>	\$22,568.00 Annually	<b>Duration:</b>	Full Time
<b>Experience</b>	1 Years	<b>License:</b>	Health Card
<b>Education</b>	High School Diploma	<b>Training:</b>	N/A

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

**St. Thomas - Building and Grounds Cleaning and Maintenance Occupations**

**Job Title** **STEWARD**

<b>Order Number</b>	VI0015838	<b>Posted:</b>	7/15/2011
<b>Salary</b>	\$16,640.00 - \$40,000.00 Annually	<b>Duration:</b>	Full Time
<b>Experience</b>	1 Years	<b>License:</b>	N/A
<b>Education</b>	High School Diploma	<b>Training:</b>	N/A

**Job Summary** Steward/Potwasher/Warewasher is responsible for maintaining cleanliness and proper storage of all china, glass, and silver, and ensuring the highest standards of sanitation. Also responsible for assisting the kitchen staff in maintaining the cleanliness of the kitchen and all storage areas; specifically for cleaning all equipment, utensils, and the physical work area, and assisting with proper food storage and rotation. Valid VI Health Card, Drug Test and Background Check required. Resume can be fax or candidate can apply in person Tuesday, Wednesday, Thursday between 1:00pm-4:00pm.

**Job Title** **ROOM ATTENDANT**

<b>Order Number</b>	VI0015835	<b>Posted:</b>	7/15/2011
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**Friday, August 12, 2011**

**St. Thomas - Building and Grounds Cleaning and Maintenance Occupations**

Salary	\$15,080.00 - \$41,600.00 Annually	Duration:	Full Time
Experience	1 Years	License:	N/A
Education	High School Diploma	Training:	N/A
Job Summary	<b>Responsible for maintaining clean and attractive guest rooms, while providing attentive, courteous, and efficient service to guests. Must be able to work flexible and long hours. Must also be able to lift up to 50 pounds, and stand for a long period of time. Drug Test and Background Check required. Resume can be fax or candidate can apply in person Tuesday, Wednesday, Thursday between 1:00pm-4:00pm.</b>		

Job Title	<b>HOUSEPERSON</b>		
Order Number	VI0015832	Posted:	7/15/2011
Salary	\$15,080.00 - \$30,000.00 Annually	Duration:	Full Time
Experience	1 Years	License:	N/A
Education	High School Diploma	Training:	N/A
Job Summary	<b>Responsible for maintaining the cleanliness of guest corridors, elevators and all assigned areas. He/she also responsible for delivering items to guest rooms (luggage, irons, coffee, etc.) Hotel Housekeeping experience required. Background Check and Drug Test required. Position require flexibility with days and hours. Resume can be fax or candidate can apply in person between 10:00am-4:00pm Tuesday, Wednesday and Thursday.</b>		

Job Title	<b>HOUSEKEEPING MANAGER</b>		
Order Number	VI0015831	Posted:	7/15/2011
Salary	\$25,000.00 - \$30,000.00 Annually	Duration:	Full Time
Experience	3 Years	License:	N/A
Education	Some College	Training:	N/A
Job Summary	<b>Responsible for ensuring the operation of the Housekeeping Department. Provide quality service and a clean and safe environment throughout their stay, while efficiently managing expenses and maximizing service levels. Hotel Housekeeping experience required. Background Check and Drug Test required. Position require flexibility with days and hours. Resume can be fax or candidate can apply in person between 10:00am-4:00pm Tuesday, Wednesday and Thursday.</b>		

**St. Thomas - Personal Care and Service Occupations**

Job Title	<b>GUEST SERVICE AGENT</b>		
Order Number	VI0015830	Posted:	7/15/2011
Salary	\$18,720.00 - \$30,000.00 Annually	Duration:	Part Time
Experience	1 Years	License:	N/A
Education	High School Diploma	Training:	N/A
Job Summary	<b>Responsible for providing attentive, courteous, and efficient services to guests during check-in, throughout their stay, and at check-out while maximizing room revenue and occupancy. Customer Service/Hotel experience. Background Check and Drug Test required. Position require flexibility with days and hours. Resume can be fax or candidate can apply in person between 10:00am-4:00pm Tuesday, Wednesday and Thursday.</b>		

Job Title	<b>VACATION SERVICES COORDINATOR</b>		
Order Number	VI0015699	Posted:	6/20/2011
Salary	\$21,112.00 - \$31,034.00 Annually	Duration:	Part Time
Experience	1 Years	License:	N/A
Education	Master's Degree	Training:	N/A



## Friday, August 12, 2011

### St. Thomas - Personal Care and Service Occupations

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

#### Job Title **RECREATION ATTENDANT**

Order Number	VI0015685	Posted:	6/16/2011
Salary	\$23,192.00 Annually	Duration:	Full Time
Experience	1 Years	License:	Health Card
Education	High School Diploma	Training:	N/A

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

### St. Thomas - Sales and Related Occupations

#### Job Title **ASSISTANT SALES MANAGER**



Order Number	VI0015975	Posted:	8/10/2011
Salary	\$10,192.00 - \$20,800.00 Annually	Duration:	Full Time
Experience	3 Years	License:	VI Health Card, VI Driver's License
Education	Some College	Training:	N/A

**Job Summary** Assist Sales Manager in sales and merchandising our products to supermarkets, all grocery stores, etc. Good math skills and handwriting is required. Must have own transportation. \$400.00 per week-Salary. Position is full-time and VI Health Card, Background Check and Employment Testing is required.

#### Job Title **SALES ASSOCIATE**

Order Number	VI0015642	Posted:	8/4/2011
Salary	\$15,080.00 Annually	Duration:	Full Time
Experience	3 Years	License:	N/A
Education	High School Diploma	Training:	N/A



## Friday, August 12, 2011

### St. Thomas - Sales and Related Occupations

#### Job Summary

Sell merchandise using necessary skills to initiate, complete and follow through on sales. Greet and approach customers quickly and acknowledge waiting customers. Determine customer needs by questioning effectively. Advise customer on quality, cuts, or value of jewelry, gems and/or loose diamonds, as well as, the mountings or settings. Monday-Sunday, full-time position. High School Diploma, 3 years experience. Employer is willing to do some training, background check and employment testing required. Salary + commission on all sales.

Job Title	<b>MERCHANDISER</b>		
Order Number	VI0015898	Posted:	7/26/2011
Salary	\$24,960.00 Annually	Duration:	Part Time
Experience	1 Years	License:	N/A
Education	High School Diploma	Training:	N/A

#### Job Summary

Work on our DVD program, on behalf of our client, Walt Disney Studio Home Entertainment. Responsible for setting the product (DVD) to planogram; collecting & reporting detailed inventory data & moving product (DVD) from the stock room out to the sales floor. You will also work closely with retail associates and managers informing them of new product launches, promotions and procedures. Weekly hours will vary from 2-4 hours per week. Tuesday and Wednesday availability is a must/hours are flexible, reliable transportation and merchandising, inventory/and or stocking experience is needed. \$12/Hour and .32 per mile for anything over 30 miles round trip.

Job Title	<b>RENTAL SALES AGENT</b>		
Order Number	VI0015866	Posted:	7/21/2011
Salary	\$17,680.00 Annually	Duration:	Full Time
Experience	1 Years	License:	VI Driver's License
Education	High School Diploma	Training:	N/A

#### Job Summary

Greet customers and discuss the type, quality and quantity of merchandise sought for rental. Compute charges for merchandise or services and receive payments. Answer telephones to provide information and receive orders. Provide information about rental items, such as availability, operation or description. Prepare rental forms, obtaining customer signature and other information, such as required licenses. Keep records of transactions, and of the number of customers entering an establishment. Customer must have a High School Diploma and 1 year of successful commissioned sales experience and customer service. Must be available to work flexible schedules including weekends, evenings and holidays. Must have a Driver's License with a clean driving record.

Job Title	<b>STORE COORDINATOR</b>		
Order Number	VI0015789	Posted:	7/8/2011
Salary	\$83,200.00 - \$208,000.00 Annually	Duration:	Full Time
Experience	4 Years	License:	N/A
Education	Some College	Training:	N/A

#### Job Summary

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.

Job Title	<b>FIELD MERCHANDISER</b>		
Order Number	VI0015724	Posted:	6/27/2011
Salary	\$18,720.00 - \$43,680.00 Annually	Duration:	Part Time
Experience	1 Years	License:	N/A
Education	High School Diploma	Training:	N/A



**Friday, August 12, 2011**

**St. Thomas - Sales and Related Occupations**

Job Summary

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.

**St. Thomas - Office and Administrative Support Occupations**

**Job Title ADMINISTRATIVE ASSISTANT**

Order Number	VI0015926	Posted:	8/3/2011
Salary	\$27,000.00 - \$32,000.00 Annually	Duration:	Full Time
Experience	2 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A

Job Summary **Seeking an assistant to the CFO in a fast paced office environment. Suitable candidate should be proficient in Microsoft Office suite, be able to perform general clerical duties, manage electronic and hard copy records, set up and coordinate meetings and training sessions, prepare and distribute meeting materials, take detailed minutes of management committee meetings, sort screen, review and distribute incoming and outgoing mail, and provide additional administrative support as needed. Background check required. Some College or Bachelor's Degree with two(2)-three(3)years experience. Work days Monday-Friday; position is full-time.**

**Job Title OFFICE ASSISTANT/RECEPTIONIST**

Order Number	VI0015920	Posted:	8/2/2011
Salary	\$24,960.00 - \$29,120.00 Annually	Duration:	Full Time
Experience	1 Years	License:	N/A
Education	Some College	Training:	N/A

Job Summary **Applicant must be proficient in Word 2007 and have working knowledge of Excel and Outlook. Serve as an Office Assistant to owners and general receptionist duties, including but not limited to filing, typing, correspondence, answering phones, greeting customer/tenants, maintaining records, customer relations, etc. Some college education is preferred or one (1) year experience in the related field. Position is permanent and full-time with working hours from 8am-5pm. Position is available immediately. Driver's License, Background Check and Employment Testing is required. Must email or fax resume to marilyn.niskyvi@hotmail.com.**

**Job Title JUNIOR NATURAL GAS SCHEDULER**

Order Number	VI0015918	Posted:	8/2/2011
Salary	\$50,000.00 - \$60,000.00 Annually	Duration:	Full Time
Experience	1 Years	License:	N/A
Education	Bachelor's Degree	Training:	N/A

Job Summary **Responsible for the scheduling of daily gas volumes with the interstate pipes and Local Distribution Company (LDC's) as well as monitoring pipeline operational issues. Will have day to day contact with interstate pipeline and LDC representatives to deal with operational and tariff issues. Will also be responsible for working with mid and back office to ensure proper data flow and working with front office personnel to ensure data capture to the designated accounting systems. Interpret and communicate scheduling/volumetric data and provide real-time updates to trading as required. Schedule/Route transactions, enter scheduling data into the system of record and validate transactions against pipeline nominations. Bachelor's Degree, 1-2 years related experience. Strong interpersonal, communication and organizational skills. Detail oriented with basic computer skills. Ability to deal with deadlines on a daily basis. Monday-Friday, 8:00am-5:00pm. Must email resume to humanresources@glacialenergy.vi.**



**Friday, August 12, 2011**

**St. Thomas - Office and Administrative Support Occupations**

**Job Title BILLING ANALYST**

Order Number VI0015917 Posted: 8/2/2011

Salary \$55,000.00 Annually Duration: Full Time

Experience 2 Years License: N/A

Education Some College Training: N/A

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

**Job Title BILLING ANALYST**

Order Number VI0015852 Posted: 7/18/2011

Salary \$29,120.00 - \$41,600.00 Annually Duration: Full Time

Experience 4 Years License: N/A

Education Some College Training: N/A

**Job Summary** 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. Some College with four(4) experience. Resume can be fax or email to [hr@hmg.vi](mailto:hr@hmg.vi).

**Job Title CUSTOMER SERVICE REP I**

Order Number VI0015841 Posted: 7/15/2011

Salary \$26,000.00 - \$28,080.00 Annually Duration: Full Time

Experience 3 Years License: N/A

Education High School Diploma Training: N/A

**Job Summary** Responsible for set up of new losses, perform data entry, and maintain spreadsheets. Must be able to perform each essential duty satisfactorily. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to handle multiple tasks and meet deadlines. Typing 35 wpm. High School Diploma, 3 years or more prior office experience and customer relation/service experience required; Good organizational, multi-tasking, and prioritization skills. Can fax or email resume to [hr@hmg.vi](mailto:hr@hmg.vi).

**Job Title BILLING SPECIALIST**

Order Number VI0015661 Posted: 7/15/2011

Salary \$29,120.00 - \$41,600.00 Annually Duration: Full Time

Experience 4 Years License: N/A

Education Some College Training: N/A

**Job Summary** 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. Some College with four(4) experience. Employer willing to train. Resume can be fax or email to [hr@hmg.vi](mailto:hr@hmg.vi).

**Job Title ASSISTANT ACCOUNTING CLERK**



**Friday, August 12, 2011**

**St. Thomas - Office and Administrative Support Occupations**

Order Number	VI0015742	Posted:	6/28/2011
Salary	\$16,640.00 - \$20,800.00 Annually	Duration:	Full Time
Experience	2 Years	License:	N/A
Education	Some College	Training:	Data Entry
Job Summary	<b>Must have computer, data entry, filing, A/R &amp; 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.</b>		

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Job Title	<b>ACCOUNTING CLERK</b>		
Order Number	VI0015738	Posted:	6/28/2011
Salary	\$20,800.00 - \$24,960.00 Annually	Duration:	Full Time
Experience	3 Years	License:	N/A
Education	Some College	Training:	Data Entry
Job Summary	<b>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.</b>		

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Job Title	<b>INVENTORY PLANNER</b>		
Order Number	VI0015728	Posted:	6/27/2011
Salary	\$40,000.00 - \$50,000.00 Annually	Duration:	Full Time
Experience	1 Years	License:	N/A
Education	Bachelor's Degree	Training:	Business
Job Summary	<b>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.</b>		

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Job Title	<b>SERVICE REPRESENTATIVE</b>		
Order Number	VI0015727	Posted:	6/27/2011
Salary	\$18,200.00 Annually	Duration:	Full Time
Experience	1 Years	License:	N/A
Education	Some College	Training:	Customer Service, Cashier, Banking
Job Summary	<b>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.</b>		

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Job Title	<b>CLIENT SERVICE REPRESENTATIVE</b>		
Order Number	VI0015669	Posted:	6/22/2011
Salary	\$20,800.00 - \$29,120.00 Annually	Duration:	Part Time
Experience	1 Years	License:	N/A



**Friday, August 12, 2011**

**St. Thomas - Office and Administrative Support Occupations**

Education: Some College      Training: N/A

Job Summary: **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: FRONT DESK AGENT**

Order Number: VI0015691      Posted: 6/20/2011

Salary: \$19,822.00 - \$31,034.00 Annually      Duration: Full Time

Experience: 1 Years      License: N/A

Education: High School Diploma      Training: N/A

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

**Job Title: OPERATIONS ASSOCIATE**

Order Number: VI0015664      Posted: 6/9/2011

Salary: \$35,000.00 Annually      Duration: Full Time

Experience: 1 Years      License: N/A

Education: Some College      Training: N/A

Job Summary: **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](mailto:info@thbrokerage.com).**

**St. Thomas - Construction and Extraction Occupations**

**Job Title: POWER EQUIPMENT OPERATORS**

Order Number: VI0015784      Posted: 7/8/2011

Salary: \$20,800.00 - \$27,040.00 Annually      Duration: Full Time

Experience: 2 Years      License: V.I. Driver's License

Education: High School Diploma      Training: N/A

Job Summary: **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 (heat 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](mailto:sphillips@aeg.cc). Job is temporary for 9-12 months, to start July 10, 2011. See CSR for applications.**

**St. Thomas - Installation, Maintenance, and Repair Occupations**

**Job Title: AC INSTALLER**

Order Number: VI0015899      Posted: 7/27/2011

Salary: \$52,000.00 - \$62,400.00 Annually      Duration: Full Time

Experience: 3 Years      License: EPA License and Valid V.I. Driver's License



**Friday, August 12, 2011**

**St. Thomas - Installation, Maintenance, and Repair Occupations**

Education High School Diploma Training: N/A

Job Summary **Must have knowledge of electricity, plumbing and brazing skills. High School Diploma or Tech School with 3 years experience with own tools. EPA and Driver's License required. Work days Monday-Friday first shift and occasional weekends. Salary base on experience. Must fax or email resume to hr@drcoolservice.com. Job is on St. John.**

Job Title **TE PLANT ENGINEER**

Order Number VI0015839 Posted: 7/15/2011

Salary \$24,960.00 - \$31,200.00 Annually Duration: Full Time

Experience 1 Years License: N/A

Education High School Diploma Training: N/A

Job Summary **Responsible for performing skilled repairs to the building and equipment and to maintain the best possible condition at all times with the least amount of inconvenience to guests and employees. Background Check and Drug Test required. Position require flexibility with days and hours. Resume can be fax or candidate can apply in person between 10:00am-4:00pm Tuesday, Wednesday and Thursday.**

Job Title **HVAC MECHANIC**

Order Number VI0015833 Posted: 7/15/2011

Salary \$31,200.00 - \$41,600.00 Annually Duration: Full Time

Experience 1 Years License: N/A

Education High School Diploma Training: N/A

Job Summary **Responsible for installing, maintaining, and repairing the climate control system for a variety of structures. Temperature, humidity, and air quality must be closely regulated in order to meet health and safety standards, as well as, create a comfortable environment for inhabitants and workers. Background Check and Drug Test required. Position require flexibility with days and hours. Resume can be fax or candidate can apply in person between 10:00am-4:00pm Tuesday, Wednesday and Thursday.**

Job Title **MAINTENANCE WORKER**

Order Number VI0015722 Posted: 6/23/2011

Salary \$20,800.00 - \$24,960.00 Annually Duration: Full Time

Experience 1 Years License: N/A

Education High School Diploma Training: N/A

Job Summary **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.**

Job Title **MAINTENANCE SUPERVISOR**

Order Number VI0015717 Posted: 6/22/2011

Salary \$29,000.00 - \$35,000.00 Annually Duration: Full Time

Experience 1 Years License: N/A

Education High School Diploma Training: N/A



**Friday, August 12, 2011**

**St. Thomas - Installation, Maintenance, and Repair Occupations**

**Job Summary**      **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.**

**St. Thomas - Production Occupations**

**Job Title**      **LAUNDRY SUPERVISOR**       *New Posting*

**Order Number**      VI0015974      **Posted:**      8/10/2011

**Salary**      \$29,640.00 Annually      **Duration:**      Full Time

**Experience**      1 Years      **License:**      N/A

**Education**      High School Diploma      **Training:**      N/A

**Job Summary**      **Complete inventory of uniforms and linens. Conduct monthly inventory of laundry supplies. Report faulty equipment, maintenance needs, and safety hazards to manager/supervisor. Train employees on all laundry procedures, including safety procedures and equipment operation. Verify that laundry requests are completed for each department as needed. Operate and monitor washing, dry cleaning, and drying machinery. Inspect linens and terry for damage. Assist management in hiring, training, scheduling, evaluating, counseling, disciplining, damage. Follow all company and safety and security policies and procedures; report any maintenance problems, safety hazards, accidents, or injuries; complete safety training and certifications. Ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Speak with others using clear and professional language; prepare and review written documents accurately and completely. Develop and maintain positive working relationships with others; support team to reach common goals; listen and respond appropriately to the concerns of other employees. Ensure adherence to quality expectations and standards; identify, recommend, develop, and implement new ways to increase organizational efficiency, productivity, quality, safety, and/or cost-savings. Stand, sit, or walk for an extended period of time or for an entire work shift. Reach overhead and below the knees, including bending, twisting, pulling, and stooping.. Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance. Perform other reasonable job duties as requested by Supervisors. Previous experience preferred. Able to work a flexible shift. Apply on line careers.ritzcarlton.com**

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**Job Title**      **POWER PLANT TECHNICIAN**

**Order Number**      VI0015879      **Posted:**      7/25/2011

**Salary**      \$41,600.00 Annually      **Duration:**      Full Time

**Experience**      1 Years      **License:**      N/A

**Education**      High School Diploma      **Training:**      N/A

**Job Summary**      **Respond and attend to guest repair requests. Communicate with guests/customers to resolve maintenance issues. Perform preventative maintenance on tools and equipment, including cleaning and lubrication. Visually inspect tools, equipment, or machines. Carry equipment (e.g., tools, radio). Identify, locate, and operate all shut-off valves for equipment. Maintain maintenance inventory and requisition parts and supplies as needed. Record information for unfinished calls prior to shift change. Follow all company and safety and security policies and procedures; report any maintenance problems, safety hazards, accidents, or injuries; complete safety training and certifications; and properly store flammable materials. Ensure uniform and personal appearance is clean and professional, maintain confidentiality of proprietary information, and protect company assets. Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance. Move up and down stairs, service ramps, and/or ladders. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Must have previous experience in this field or other related fields. Apply-on line @ careers.ritzcarlton.com.**

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**Job Title**      **QUALITY CONTROL INSPECTOR**

**Order Number**      VI0015764      **Posted:**      7/1/2011

**Salary**      \$52,000.00 - \$62,400.00 Annually      **Duration:**      Full Time



**Friday, August 12, 2011**

**St. Thomas - Production Occupations**

Experience	7 Years	License:	N/A
Education	Less than High School	Training:	N/A
Job Summary	<b>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.</b>		

**St. Thomas - Transportation and Material Moving Occupations**

Job Title	<b>DRIVER MERCHANDISER</b>		
Order Number	VI0015847	Posted:	7/15/2011
Salary	\$31,200.00 Annually	Duration:	Full Time
Experience	1 Years	License:	Current V.I. Driver's License
Education	High School Diploma	Training:	N/A
Job Summary	<b>Check accuracy and stability of the load. Deliver products and fill vending equipment. Restock machine to proper level maintaining accurate in stock levels. Invoice and collect monies due. 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 &amp; 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 7:00am-4:00pm. Monday-Friday, Full-time. Must apply on-line at <a href="http://www.enjoycareers.com">www.enjoycareers.com</a>.</b>		

Job Title	<b>OUTSIDE SALESPERSON</b>		
Order Number	VI0015741	Posted:	6/28/2011
Salary	\$18,200.00 Annually	Duration:	Full Time
Experience	1 Years	License:	Valid V.I. Driver's License
Education	High School Diploma	Training:	N/A
Job Summary	<b>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.</b>		