



# NCU ALUMNI *Brief*

## THE ALUMNI↔NCU CONNECTION

### NCU Alumnus, Dr Richard de Lisser to Lead South England Conference

On Saturday evening, 5 September 2015, Dr. Richard de Lisser was elected as president of the South England Conference of Seventh-day Adventists during a scheduled constituency meeting at Warwick University. In accepting to serve in this position Dr. de Lisser stated that he considered it an honour to serve in this capacity. He said, "God has given me grace and mercy. Thank you as members of our church. Please pray for us. 'We have nothing to fear for the future except we forget how the Lord has led us in our past history'."

View more... <http://sec.adventist.org.uk/news/sec/dr-richard-de-lisser-to-lead-south-england-conference#sthash.sgoU2ju5.dpuf>

### NCU's Garfield Forbes Sets the Record Straight

IN THE 125th year of Seventh-day Adventism in Jamaica, Erica Virtue, senior Gleaner writer and host of the online feature Erica's Edge, classifies the Seventh-day Adventist Church as a "stupid 19th-century church" based on the decision (by a vote process at the recently convened General Conference Session in Texas, which included women) not to ordain women.

View more... [http://news.ncu.edu.jm/news\\_item.aspx?NewsID=7129](http://news.ncu.edu.jm/news_item.aspx?NewsID=7129)

### Mandeville as a University Town - Closer to Reality

Mandeville, the capital of the central Jamaica parish of Manchester, was once driven by bauxite, real-estate development and commerce, but now stakeholders in the parish are looking to something vastly different to drive the economy.

View more... [http://news.ncu.edu.jm/news\\_item.aspx?NewsID=7151](http://news.ncu.edu.jm/news_item.aspx?NewsID=7151)



## **JOB OPPORTUNITIES SENT ON BEHALF OF THE OFFICE OF CAREER & EMPLOYMENT SERVICES**

**HEART Trust, North East Regional Office** seeks to recruit qualified individuals for 36 positions in a hotel on the North Coast which is scheduled to be opened in December.

The positions are listed below and the details follow

1. Staff Accountant
2. Human Resource Coordinator
3. Income Auditor
4. Assistant Financial Controller
5. Cost Controller
6. Account Payables Supervisor
7. Credit Manager
8. PBX Supervisor
9. PBX Operator
10. Guest Relations Agent
11. Rooms Division Manager
12. Guest Relations Manager
13. Reservations Supervisor
14. AV Technicians
15. Assistant Front Office Manager
16. Entertainer - KIDS ZONE
17. Entertainment Manager
18. Bellperson
19. Reservations Agent
20. Chief Concierge
21. Front Desk Agent - Overnight Shift
22. Receptionist - Spa
23. IT Assistant
24. Spa Manager
25. Massage Therapist
26. Front Desk Agent
27. Chef De Partie
28. Garden Manager
29. Sommelier
30. Bar Manager
31. Sous Chef
32. Restaurant Manager
33. IT Manager
34. Night Manager
35. Concierge
36. Supervisor



# NCU ALUMNI *Brief*

## 1. **STAFF ACCOUNTANT**

### Minimum requirements:

- Associate Degree in Accounting, Hotel Administration and/or Business Administration/Accounting.
- At least 2 years' of experience as Accountant in a full- service luxury property with stand-alone accounting.
- Knowledge of hotel accounting and other systems such as Opera-Fidelio, Protel, Remanco, Micros, etc. and general business systems (i.e. SAP, Hyperion, Oracle, Word, Excel, etc).
- Ability to handle multiple priorities and meet deadlines for financial reports.
- Must have skills in database, spreadsheet or other accounting applications.
- Organizational skills are required to maintain records, inventories and storerooms.
- Must have a high degree of professional integrity, and be able to work safe, effectively and efficiently.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to work cohesively with co-workers as part of a team



# NCU ALUMNI *Brief*

## 2. **HUMAN RESOURCES COORDINATOR**

Minimum requirements:

- At least 1 year of experience in a similar position.
- High school graduate or equivalent preferred. Additional training and education is highly desirable.
- Administrative support experience.
- Experience with MS Office applications and outlook required.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand employees' service needs.
- Must have a high degree of professional integrity, and be able to work safe, effectively and efficiently.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong team orientation.

## 3. **INCOME AUDITOR**

Minimum requirements:

- Associate Degree in Accounting with some Hotel/College training preferred or at least 5 years' of experience in Hotel Front office or Hotel/Restaurant accounting is required.
- Must be able to complete internal audit functions with impartiality.
- Organizational and multitasking skills.
- Knowledge of general business systems (i.e. SAP, Hyperion, Oracle, Word, Excel, etc) and Property Management System (i.e. Protel, Opera - Fidelio) is required.
- Must be very detail oriented with great attention to detail.
- Must have a high degree of professional integrity, and be able to work safe, effectively and efficiently.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to work cohesively with co-workers as part of a team.





# NCU ALUMNI *Brief*

## 4. **ASSISTANT FINANCIAL CONTROLLER**

### Minimum requirements:

- Associate Degree in Accounting or Finance.
- At least 2 years' of experience as a Staff Accountant/Senior Accounting Manager or Hotel Assistant Financial Controller in a full-service property with stand-alone accounting system.
- Experience should include responsibility running a full Accounting Office, preferably having been exposed to the Hotel and Restaurant businesses.
- Must understand the month end closing cycle and be able to handle multiple tasks simultaneously.
- Knowledge of Jamaica statutory taxation regime as it relates to the hospitality industry.
- Ability to work well under pressure while leading a dynamic team, generate financial reports on a timely manner and possess excellent leadership.
- Must be technically proficient with all relevant disciplines in Accounting procedures related to the hospitality industry.
- Organizational and multitasking skills.
- Knowledge of hotel accounting systems.
- Must have skills in database, spreadsheet or other accounting applications.
- Must have a high degree of professional integrity, and be able to work safe, effectively and efficiently.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to work cohesively with co-workers as part of a team.



## 5. **COST CONTROLLER**

### Minimum requirements:

- Associate Degree in Accounting, Hotel Administration and/or Business Administration.
- At least 3 years of experience in a similar position.
- Supervisory experience required.
- Able to complete internal audit function with impartiality.
- Experience should include prior tenure in running a full credit department preferably having been exposed to the Hotel and Restaurant businesses.
- Must be able to maintain good relationships with all the departments in the hotel, corporate and owners to promote effective internal control and financial advisory role.
- Organizational and multitasking skills.
- Ability to control the costs to comply with approved budgets.
- Ability to generate reports in a timely & proper manner, price comparison analysis and recognizing variations in budget with quick response for corrections.
- Must have skills in database, spreadsheet or other accounting applications.
- Must have the ability to communicate and the commitment to follow all local and corporate policies and procedures.
- Must have a high degree of professional integrity, and be able to work safe, effectively and efficiently.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to work cohesively with co-workers as part of a team.



# NCU ALUMNI *Brief*

## 6. ACCOUNT PAYABLES SUPERVISOR

Minimum requirements:

- Associate Degree in Accounting with some Hotel/College training preferred or at least 2 years' of experience in Accounting is required.
- Must be able to complete internal audit functions with impartiality.
- Organizational and multitasking skills.
- Knowledge of general business systems (i.e. Word, Excel, etc) and Property Management System (i.e. Protel, Opera - Fidelio) is required.
- Must be very detail oriented with great attention to detail.
- Must have skills in database, spreadsheet or other accounting applications.
- Must have a high degree of professional integrity, and be able to work safe, effectively and efficiently.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to work cohesively with co-workers as part of a team.



# NCU ALUMNI *Brief*

## 7. **CREDIT MANAGER**

Minimum requirements:

- Associate Degree in Accounting, Hotel Administration and/or Business Administration/Accounting.
- At least 2 years of experience as an Accounting Manager in a full-service property with stand-alone accounting or 5 years in Accounts Receivable functions.
- Experience should include prior tenure in running a full credit department preferably having been exposed to the Hotel and Restaurant businesses.
- Must be able to maintain good relationships with all the departments in the hotel, corporate and owners to promote effective internal control and financial advisory role.
- Organizational and multitasking skills.
- Must have skills in database, spreadsheet or other accounting applications.
- Must have the ability to communicate and the commitment to follow all local and corporate policies and procedures.
- Must have a high degree of professional integrity, and be able to work safe, effectively and efficiently.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to work cohesively with co-workers as part of a team





# NCU ALUMNI *Brief*

## 8. **PBX- SUPERVISOR**

Minimum requirements:

- Front Desk/Guest Services Agent experience at a resort preferred
- Supervisory experience required
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand guests' service needs.
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Ability to focus on details.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation

## 9. **PBX - OPERATOR**

Minimum requirements:

- Front Desk/Guest Services Agent experience at a resort preferred.
- Flexible schedule is required; must be available to work various shifts including mornings, evenings, weekends and/or holidays
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand guests' service needs.
- Ability to focus on details.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation
- Must have strong team orientation



# NCU ALUMNI Brief

## 10. GUEST RELATIONS AGENT

Minimum requirements:

- Front Desk/Guest Services Agent experience at a resort preferred
- Flexible schedule is required; must be available to work various shifts including mornings, evenings, weekends and/or holidays
- Must have a minimum knowledge of Food and Beverage and Housekeeping area.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand guests' service needs.
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Ability to focus on details.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation

## 11. ROOMS DIVISION MANAGER

Minimum requirements:

- At least 4 years' Experience in a similar position
- Must have strong knowledge of Opera and PBX operations.
- Experience in luxury Resorts and Hotels.
- International experience a plus
- Experience in Inventories and Housekeeping operations.
- Experience in Front Office Operations.
- Proven track in Hospitality industry
- Prior supervisory/managerial experience is required
- Excellent communication and problem solving skills
- Excellent customer service skills



# NCU ALUMNI *Brief*

## 12. GUEST RELATIONS MANAGER

Minimum requirements:

- At least 3 years' of experience in a similar position.
- Flexible schedule is required; must be available to work various shifts including mornings, evenings, weekends and/or holidays
- Supervisory experience required
- Must have a minimum knowledge of Food and Beverage and Housekeeping area.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand guests' service needs.
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Ability to focus on details.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation
- Problem solving skills

## 13. RESERVATIONS SUPERVISOR

Minimum requirements:

- At least 2 year of experience in a similar position
- Supervisory experience required
- Opera systems knowledge is preferred
- Strong organizational and multitasking skills
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand guests' service needs.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation
- Must have strong team orientation



## 14. AV TECHNICIANS

### Minimum requirements:

- Good knowledge of professional audio equipment operation and maintenance procedures.
- Good knowledge of digital and analog audio consoles operation.
- Good knowledge and understanding of show control and time code distribution.
- Good knowledge of digital audio recording systems and their operation.
- Good knowledge of electrical theory, be able to read and follow electrical and system drawings and diagrams.
- Basic knowledge in PC hardware & software maintenance and repair.
- Good troubleshooting skills with basic repair skills be able to crimp and solder connectors.
- Theater background and experience be familiar with industry terms, standards, rules, regulations and common practices.

## 15. ASSISTANT FRONT OFFICE MANAGER

### Minimum requirements:

- At least 2 years' experience as Assistant front office manager
- Management experience required.
- Must be able to read, write and speak English. Other languages preferred.
- Ability to understand guests' service needs.
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Excellent communications skills
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation





## 16. ENTERTAINER - KIDS ZONE

### Minimum requirements:

- Fun and creative individuals with a passion for keeping our young guests entertained with a variety of age specific events in our Kids Zones!
- Hold a Certification in Childcare or a degree in education.
- At least 6 months-1 year experience working with children.
- A Travel & Tourism Qualification or vocational training is desirable.
- First Aid Certificate.
- Highly imaginative.
- Must be Able to work in a team.
- Superior customer service, teambuilding and conflict resolution skills.
- Ability to read, write and speak English clearly and distinctly.
- Strong communication skills in additional languages are desired.
- It will be a plus if the individual has develop and Act, or if she or he has a special talent like (but not limited to) comedians, mimes, magicians, jugglers, sports experts, or musicians.
- Comfortable working at heights up to 35ft (10.5m) and be able to safely climb an A-frame ladder and properly operate a Genie lift.
- Ability to lift/move up to 50 pounds.
- Required to work up to 10hrs per 24hr period, 7 days a week.
- Able to provide forward facing guest interaction during certain job functions, side duties or related troubleshooting, with the intent to exceed our guests' expectations.



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# Brief

## **17. ENTERTAINMENT MANAGER**

Minimum requirements:

- At least 3 years' experience in a similar position
- Extensive knowledge in the field
- Flexible schedule is required; must be available to work various shifts including mornings, evenings, weekends and/or holidays
- Must be able to manage budgets, book venues, negotiate contracts and fees, book performers, manage events, conduct research, handle publicity and work with agents.
- Must be able to read, write and speak English. Other languages preferred.
- Ability to understand guests' service needs.
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Ability to focus on details.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation
- Must have strong team orientation

## **18. BELLPERSON**

Minimum requirements:

- Prior experience at a resort preferred.
- Flexible schedule is required; must be available to work various shifts including mornings, evenings, weekends and/or holidays.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand guests' service needs.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation
- Must have strong team orientation



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## 19. RESERVATIONS AGENT

Minimum requirements:

- Previous experience as a Reservation Agent.
- Must be able to read, write and speak English. *Other languages preferred.*
- Opera system knowledge is preferred.
- Ability to understand guests' service needs.
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Ability to focus on details.
- Ability to suggestively sell.
- Ability to input and access information in the property management system/computers.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation.
- Must have strong team orientation.

## 20. CHIEF CONCIERGE

Minimum requirements:

- At least 3 years of experience in a similar position
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand guests' service needs.
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Ability to focus on details.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation
- Must have strong team orientation
- Ability to provide legible communication
- Great communication skills



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## **21. FRONT DESK AGENT - OVERNIGHT SHIFT**

Minimum requirements:

- Front Desk/Guest Services Agent experience at a resort preferred
- Must be available to work at overnight shift, weekends and/or holidays
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand guests' service needs.
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Ability to focus on details.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation
- Must have strong team orientation

## **22. RECEPCIONIST - SPA**

Minimum requirements:

- Front Desk/Guest Services Agent experience at a resort/spa preferred
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand guests' service needs.
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Ability to focus on details.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation
- Must have strong team orientation





# NCU ALUMNI *Brief*

## 23. IT ASSISTANT

Minimum requirements:

- At least 1 year' experience in a similar position for an IT department.
- Previous experience in the Hospitality industry is an advantage.
- High school graduate or equivalent preferred.
- Knowledge in Microsoft operating systems, windows 7&8,MS office 360 and networking.
- Excellent problem solving skills.
- Must have strong customer service orientation.
- Must have strong team orientation.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand guests' service needs.

## 24. SPA MANAGER

Minimum requirements:

- At least 2 years of experience in a similar position.
- Management experience preferred.
- Prior experience in managing budgets.
- Must be able to read, write and speak English. *Other languages preferred.*
- Must have leadership skills
- Extensive knowledge of the area
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Ability to focus on details.
- Must have strong customer service orientation



# NCU ALUMNI Brief

## 25. MASSAGE THERAPIST

Minimum requirements:

- At least 2 years' of experience in massage therapy or in a resort spa as a therapist preferred.
- Massage Therapy License
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand guests' service needs.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation
- Must have strong team orientation

## 26. FRONT DESK AGENT

Minimum requirements:

- Front Desk/Guest Services Agent experience at a resort preferred.
- High school graduate.
- Flexible schedule is required; must be available to work various shifts including mornings, evenings, weekends and/or holidays.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand guests' service needs.
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Ability to focus on details.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation.
- Must have strong team orientation.



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## 27. CHEF DE PARTIE

Minimum requirements:

- At least 2 years of experience in a similar position.
- High school graduate.
- Culinary degree preferred.
- Flexible schedule is required; must be available to work various shifts including mornings, evenings, weekends and/or holidays.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to work cohesively with co-workers as part of a team.

## 28. GARDEN MANAGER

Minimum requirements:

- At least 2 years of experience in a similar position.
- High school graduate.
- Culinary degree preferred.
- Flexible schedule is required; must be available to work various shifts including mornings, evenings, weekends and/or holidays.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to work cohesively with co-workers as part of a team.

## 29. SOMMELIER

Minimum requirements:

- At least 3 years of experience in a similar position (fine dining or wine industry)
- Flexible schedule is required; must be available to work various shifts including mornings, evenings, weekends and/or holidays.
- Extensive knowledge of wine services and wine food pairing.
- Ability to suggestively sell.
- Must have a minimum knowledge of inventory.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand guests' service needs.
- Must have strong customer service orientation.



### **30. BAR MANAGER**

Minimum requirements:

- At least 3 years of experience in a similar position.
- Flexible schedule is required; must be available to work various shifts including mornings, evenings, weekends and/or holidays.
- Management experience required.
- Inventory knowledge required.
- Extensive knowledge of the field.
- Must be able to read, write and speak English. Other languages preferred.
- Ability to understand guests' service needs.
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Ability to focus on details.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation
- Must have strong team orientation

### **31. SOUS CHEF**

Minimum requirements:

- At least 3 years of experience in a similar position.
- High school graduate.
- Culinary degree preferred.
- Management experience required.
- Extensive knowledge in all-inclusive service, buffets, room service and fine dining.
- International cuisine knowledge.
- Budget and inventory management knowledge.
- Flexible schedule is required; must be available to work various shifts including mornings, evenings, weekends and/or holidays.
- Must be able to read, write and speak English. Other languages preferred.
- Ability to work cohesively with co-workers





## 32. RESTAURANT MANAGER

Minimum requirements:

- At least 2 years of experience in a similar position
- Flexible schedule is required; must be available to work various shifts including mornings, evenings, weekends and/or holidays
- Supervisory experience required
- Must have a minimum knowledge of inventory.
- Must have a minimum knowledge of wines.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand guests' service needs.
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Ability to focus on details.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation

## 33. IT MANAGER

Minimum requirements:

- Degree in Information Technology.
- At least 3 years' experience in a similar position for an IT department.
- Previous experience in the Hospitality industry is an advantage.
- Knowledge in Microsoft operating systems, windows 7&8, MS office 360 and networking
- Available 24/7 for technical support when is need it.
- Excellent problem solving skills.
- Must have strong customer service orientation.
- Must have strong team orientation.
- Must be able to read, write and speak English. *Other languages preferred.*
- Ability to understand guests' service needs.



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## **34. NIGHT MANAGER**

- Minimum requirements:
- At least 4 years of front desk and/or guest services management experience preferred.
- Supervisory experience required.
- Complete knowledge of resort operations preferred.
- Knowledge of computer systems for registration, reservations and backup systems
- Must be available to work at night
- Must be able to read, write and speak English. Other languages preferred.
- Ability to understand guests' service needs.
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Ability to focus on details.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation



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### **35. CONCIERGE**

The Melia Braco Village invites you to experience the most exclusive service at Meliá Hotels & Resorts: The Level.

We offer you an upgrade to a superior room or suite, access to a private lounge, an additional restaurant, special concierge service and other superb facilities. At The Level we take care of every little detail to make your stay a truly sublime experience. Enjoy exclusive spaces where our team of professionals will pamper you with the best personalized service.

#### Minimum requirements:

- Front Desk/Guest Services Agent/Butler experience at a resort preferred
- Flexible schedule is required; must be available to work various shifts including mornings, evenings, weekends and/or holidays
- Must have a minimum knowledge of Food and Beverage and Housekeeping area.
- Must be able to read, write and speak English. Other languages preferred.
- Ability to understand guests' service needs.
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Ability to focus on details.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation
- Must have strong team orientation



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## **36. SUPERVISOR**

### Minimum requirements:

- Front Desk/Guest Services Agent experience at a resort preferred
- Flexible schedule is required; must be available to work various shifts including mornings, evenings, weekends and/or holidays
- Supervisory experience required
- Must have a minimum knowledge of Food and Beverage and Housekeeping area.
- Must be able to read, write and speak English. Other languages preferred.
- Ability to understand guests' service needs.
- Ability to be well organized, maintain concentration and think clearly when multi-tasking and providing service to multiple guests and/or clients within any given period of time.
- Ability to focus on details.
- Ability to work cohesively with co-workers as part of a team.
- Must have strong customer service orientation
- Must have strong team orientation

### How to apply:

Please send your application (cover letter and résumé) as a Word attachment to [resumes@ncu.edu.jm](mailto:resumes@ncu.edu.jm) with the subject line **HEART- with relevant job caption** no later than **Monday, September 14 by 11 a.m.**

*Regrettably, we have to advise our friends/public that due to the high volume of responses to our job vacancy advertisements we will only be able to process applications from NCU alumni and current students.*

### Disclaimer

Northern Caribbean University is not a Staffing Service organization and cannot be held responsible and/ or liable for the reputation and operations of any of the third party entities referred to as providing possible employment opportunities for students.





## JOB OPPORTUNITY - MANDEVILLE

### **MGR- Executive Chef**

A restaurant, based in Mandeville seeks to engage the services of an Executive Chef.

#### **Training & Core competencies:**

- Bachelor's degree in Hospitality & Tourism Management (F&B Operations Management Emphasis)
- MUST reside in the Parish of Manchester
- MUST be able to work flexible hours

#### **Core responsibilities:**

- i. Determine how food should be presented, and create decorative food displays.
- ii. Determine production schedules and staff requirements necessary to ensure timely delivery of services.
- iii. Estimate amounts and costs of required supplies, such as food and ingredients.
- iv. Inspect supplies, equipment, and work areas to ensure conformance to established standards.
- v. Instruct cooks and other workers in the preparation, cooking, garnishing, and presentation of food.
- vi. Monitor sanitation practices to ensure that employees follow standards and regulations.
- vii. Order or requisition food and other supplies needed to ensure efficient operation.
- viii. Recruit and hire staff, including cooks and other kitchen workers.
- ix. Analyze recipes to assign prices to menu items, based on food, labor, and overhead costs.
- x. Arrange for equipment purchases and repairs.



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## **How to apply:**

Please send your application (cover letter and résumé) as a Word attachment to [resumes@ncu.edu.jm](mailto:resumes@ncu.edu.jm) with the subject line **MGR- Executive Chef** no later than **Monday, September 14, 2015 by 5 p.m.** Cover letters, if included, should be addressed to The Director, MGR, Mandeville

*Regrettably, we have to advise our friends/public that due to the high volume of responses to our job vacancy advertisements we will only be able to process applications from NCU alumni and current students*

**Disclaimer:** Northern Caribbean University is not a Staffing Service organization and cannot be held responsible and/ or liable for the reputation and operations of any of the third party entities referred to as providing possible employment opportunities for students.



# NCU ALUMNI *Brief*

## UPCOMING EVENTS

 **NORTHERN CARIBBEAN UNIVERSITY**  
*A Seventh-day Adventist Institution*

# Homecoming 2015

**Find** YOUR CLASS MATES  
*and make plans for your Class Reunion  
during the Homecoming Weekend*

Classes of the "5s"  
1935, 1945, 1955, 1965, 1975, 1985, 1995, 2005, 2015

Classes of the "0s"  
1950, 1960, 1970, 1980, 1990, 2000, 2010

**SAVE THE DATE**  
THURSDAY - SUNDAY  
**OCT. 8-11**

 For more information, contact:  
**The Office of Alumni Relations**  
Tel: 963-7044 | E-mail: [alumni@ncu.edu.jm](mailto:alumni@ncu.edu.jm)