



3 Stonington Circle, South Road, Paget PF 04 * Phone 236-5416

Coco Reef Resort is seeking highly motivated, friendly and outgoing candidates for the following positions:

FINANCE DIRECTOR

As a key member of the Resort Management Team, the successful candidate will oversee the day-to-day financial management of the Company. The responsibilities will include but are not limited to: Supervision of; A/R, A/P, GL and Payroll functions. Establish and maintain timely and accurate financial statements and management reports. Prepare and oversee the annual budget and capital budget process. Monitor cash flow, purchasing and inventories. Oversee the overall operation of the computer and IT systems. General departmental management. Qualifications and Essential Criteria: A qualified hands on hotel accounting professional preferably with Chartered Accountant designation CA, must have a minimum of fifteen years' post qualification work experience in an international resort as a Financial Controller or Finance Director. Experience in residential development and Senior project management. Multi property and operational management experience. Ability to work in an environment with changing priorities.

CHEF DE PARTIE

This position requires at least three years current experience in fine dining restaurants with at least two years at Chef de Partie level or higher. The successful applicant will be expected to run their section as their own, taking responsibility for all facets of the section. Duties include but are not limited to: mise en plus, hygiene, proper maintenance of all product/stock and equipment.

KITCHEN ASSISTANT

This position requires the successful applicant to have a least four years' experience in a kitchen in an assistant and stewarding role, as well as at least two years working in food handling/prep capacity and buffet/event set ups in a notable hotel or restaurant. The Kitchen Assistant is also responsible for assisting in the preparation of employee meals and outside catering, so must have health and hygiene knowledge.

FINE DINING WAIT STAFF

This position demands a minimum of two current years' experience in a fast paced, high-end environment. Good food and wine knowledge are necessary as well as being confident and articulate where dealing with customers is concerned. Excellent customer service skills and positive attitude required. Must be able to work both indoor and outdoor locations. Duties include but are not limited to: ability to set up and service functions, events, room service as well as assist with Pool & Beach service also required. Must be willing to work weekends, public holidays and evenings, and be physically able to carry out duties.

HEAD GARDENER

An experienced head gardener is required to manage the extensive grounds of our Resort. The successful applicant will be a hands-on individual, with extensive knowledge of gardens, propagation, machinery maintenance, plant rotation and must be willing to assist in other departments including maintenance/engineering. A degree in Maintenance or Landscaping is preferred.

MAINTENANCE HANDYPERSON

Maintenance Handyman applicant duties include but are not limited to: general handyman repair and touchup works, knowledge of electronics, tiling, plumbing, practical masonry work, landscaping, air conditioning, refrigeration and carpentry. Formal certification required. As we are a small operation, all members of our team must be adaptable with good initiative and a positive attitude. Applicants must be self-starting team players with a can-do attitude, who have experience working in a fast-paced environment and understand that guests must receive the highest level of service and attention.

ON CALL ROOM ATTENDANT

The Room Attendant will consistently offer professional and engaging service to guest. Clean all assigned guestrooms including but not limited to dusting, making beds, sweeping, mopping, bathroom cleaning, refreshing guest rooms and other duties when assigned. Applicant must be knowledgeable in safety and hygiene policies.

All applicants must be prepared to work varied shifts and hours, including evenings, weekends, and public holidays.

Note that during slow periods hourly positions are subject to layoffs and reduced hours based on business levels. All candidates must have a proven track record for success in this field and be able to provide a proper resume and at least 2 supportive references for the position applied for.

Interested persons should apply with a resume and two references to:

hr@cocoreef.bm, or drop your application off at the front desk.

Deadline for receipt of applications: **November 14th, 2018.**