

April 12th 2022 Trinidad and Tobago Vacancies Table Of Content

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1. Teachers wanted at the Teachers Hub

Teachers wanted at the Teachers Hub

Teachers wanted at the Teachers Hub <a>[View file #340 online]



2. Teachers wanted at the Teachers Hub (1)

Teachers wanted at the Teachers Hub (1)

Teachers wanted at the Teachers Hub (1) [View file #341 online]

CSEC SUBJECTS

- Biology
- Chemistry
- Economics
- English A
- English B
- French
- Geography
- History
- Human & Social Biology Technical Drawing

- Integrated Science
- Information Technology
- Office Administration
- Physics
- POA
- POB
- Social Studies
- Spanish





3. Teachers wanted at the Teachers Hub (2)

Teachers wanted at the Teachers Hub (2)

Teachers wanted at the Teachers Hub (2)
[View file #342 online]

CAPE SUBJECTS

- Accounting U1
- Accounting U2
- Applied Mathematics Unit 1
- Applied Mathematics Unit 2
- Biology Unit 1
- Biology Unit 2
- Caribbean Studies
- Chemistry Unit 1
- Chemistry Unit 2
- Communication Studies
- Economics U1
- Economics U2

- Environmental Science U1
- Environmental Science U2
- Geography U1
 - Geography U2
 - MOB UNIT 1
 - MOB UNIT 2
 - Physics Unit 1
 - Physics Unit 2
 - Pure Mathematics Unit 1
 - Pure Mathematics Unit 2
 - Sociology Unit 1
 - Sociology Unit 2





4. Teachers wanted at the Teachers Hub (3)

Teachers wanted at the Teachers Hub (3)

Teachers wanted at the Teachers Hub (3) [View file #343 online]

LOWER SECONDARY

- Form 1 English A
- Form 1 Integrated Science
- Lower School English (Forms 2-3)
- Lower School IT (Forms 1-3)
- Lower School Mathematics (Forms 2-3)
- Lower School Spanish (Forms 1-3)
- Lower School Integrated Science (Forms 2-3)





5. Teachers wanted at the Teachers Hub (4)

Teachers wanted at the Teachers Hub (4)

Teachers wanted at the Teachers Hub (4)
[View file #344 online]

INFANTS & PRIMARY

- Pre-school: 1st and 2nd year (ages 5 & 6)
- Pre-primary (ages 3 & 4)
- Standard One English
- Standard One Mathematics
- Standard Two and Three English
- Standard Two and Three Mathematics
- Standard 4 ELA and Creative Writing
- Standard 4 Mathematics
- Standard 5 ELA and Creative Writing
- Standard 5 Mathematics





6. Teachers wanted at the Teachers Hub (5)

Teachers wanted at the Teachers Hub (5)

Teachers wanted at the Teachers Hub (5) [View file #345 online]

EXTRACURRICULAR & LANGUAGES

- Makeup Course
- Vocal Training
- Coding
- Drums
- Guitar

- Keyboard: Beginner
- Keyboard: Intermediate
- Keyboard: Advanced
- Keyboard: Junior

Spanish for English Speakers - Beginner

Spanish for English Speakers - Intermediate

English for Spanish Speakers - Advanced

English for Spanish Speakers - Beginner

English for Spanish Speakers - Intermediate





7. Teachers wanted at the Teachers Hub (6)

Teachers wanted at the Teachers Hub (6)

Teachers wanted at the Teachers Hub (6) [View file #346 online]

EXTRACURRICULAR & LANGUAGES

- Makeup Course
- Vocal Training
- Coding
- Drums
- Guitar

- Keyboard: Beginner
- Keyboard: Intermediate
- Keyboard: Advanced
- Keyboard: Junior

Spanish for English Speakers - Beginner

Spanish for English Speakers - Intermediate

English for Spanish Speakers - Advanced

English for Spanish Speakers - Beginner

English for Spanish Speakers - Intermediate

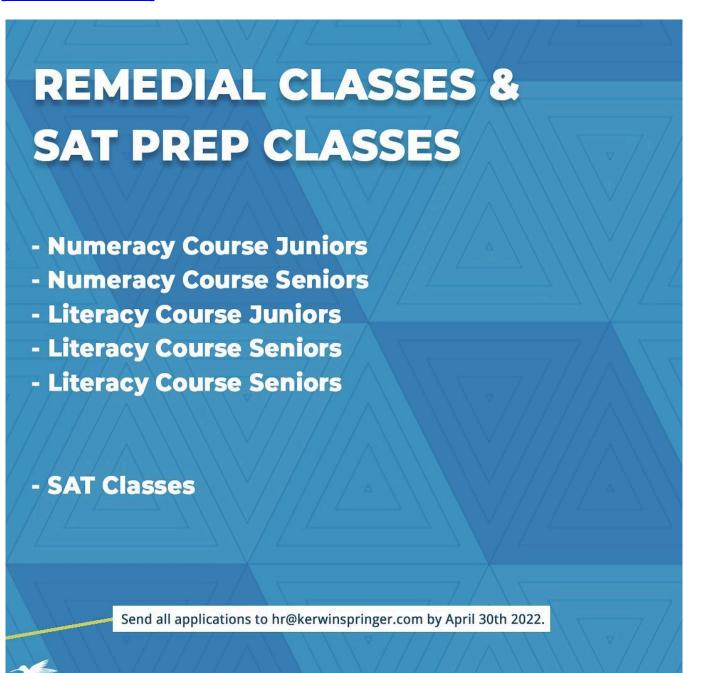




8. Teachers wanted at the Teachers Hub (7)

Teachers wanted at the Teachers Hub (7)

Teachers wanted at the Teachers Hub (7) [View file #347 online]





9. Accounts Clerk Vacancy in Barrackpore - Call 689-2861

Accounts Clerk Vacancy in Barrackpore - Call 689-2861

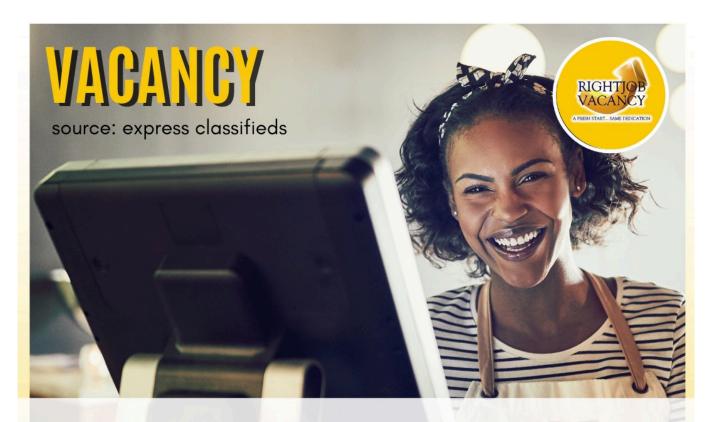
Accounts Clerk Vacancy in Barrackpore - Call 689-2861 [View file #348 online]



10. Cashiers and Forecourt Attendants Needed in Piarco Service Station

Cashiers and Forecourt Attendants Needed in Piarco Service Station

Cashiers and Forecourt Attendants Needed in Piarco Service Station [View file #349 online]



CASHIERS, FORECOURT ATTENDANTS required for Service Station in Piarco

E-mail Resumes to: airportgateway2407@gmail.com



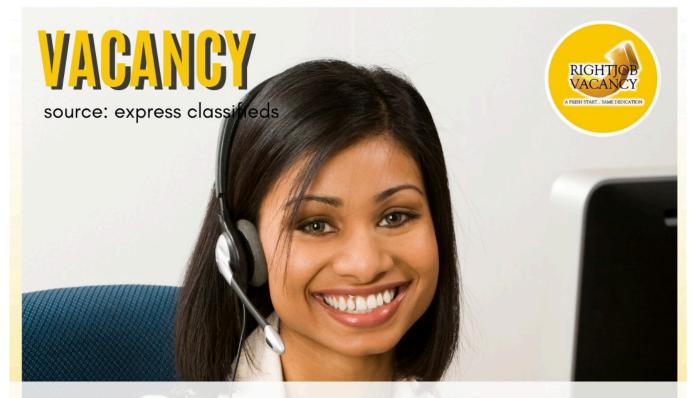
DISCLAIMER:



11. Customer Service Rep - for a roofing company - CAll 689-2861

Customer Service Rep - for a roofing company - CAll 689-2861

Customer Service Rep - for a roofing company - CAll 689-2861 [View file #350 online]



Customer Service Rep for a Roofing Company. Barrackpore.

Call: 689-2861



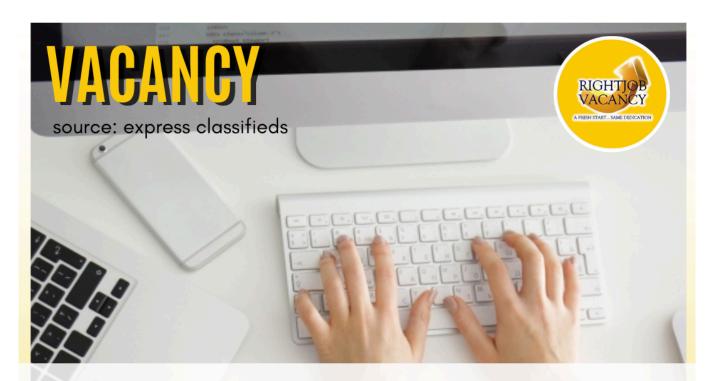
DISCLAIMER:



12. Office Assistant Required at NP Service Station Princess Town email - jobapp8080@gmail.com

Office Assistant Required at NP Service Station Princess Town email - jobapp8080@gmail.com

Office Assistant Required at NP Service Station Princess Town email - jobapp8080@gmail.com [View file #351 online]



OFFICE ASSISTANT REQUIRED

at NP Service Station Princess Town.

Incumbent must possess a good attention to detail.

Duties include: 1.Monitoring income and expenditure

- 2. Maintaining accounts receivables and payables
 - 3. Data entry (Word) 4. Bank reconciliation
- 5. Filing and maintaining inventory of office supplies
 - 6. Other duties as assigned

Send resume to jobapp8080@gmail.com



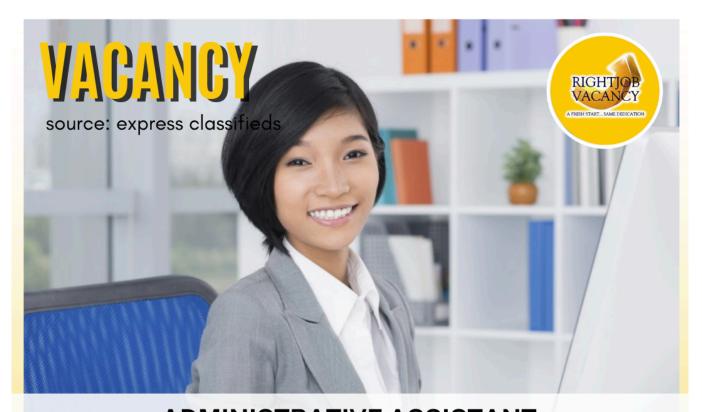
DISCLAIMER:



13. Trucking Company needs Administrative Assistant

Trucking Company needs Administrative Assistant

Trucking Company needs Administrative Assistant [View file #352 online]



ADMINISTRATIVE ASSISTANT required for a trucking company, experienced in the accounting field.

Email applications to: finance@nedcomgroup.com



DISCLAIMER:



14. WackerMan - Gardener Needed in Guaico - Sangre Grande- Call 304-5661

WackerMan - Gardener Needed in Guaico - Sangre Grande- Call 304-5661

WackerMan - Gardener Needed in Guaico - Sangre Grande- Call 304-5661 [View file #353 online]



WACKERMAN/ GARDENER,
Guaico, Sangre Grande.
Elderly resident, part-time, \$200.00.

Call: 304-5661



DISCLAIMER:

15. Business Operations Assistant - Division of Education Research and Technology

Business Operations Assistant - Division of Education Research and Technology

Business Operations Assistant - Division of Education Research and Technology [View file #354 online]



JOB TITLE: Business Operations Assistant I

JOB SUMMARY: The incumbent is required to perform a variety of clerical/secretarial and administrative support duties of limited complexity. Work involves assisting in the planning and management of meetings; opening, sorting and routing of mail; maintaining records and files; performing routine accounting duties and generating a wide variety of documents utilising appropriate software. Dependent on assignment, the incumbent may be required to perform some or the full range of duties of the position.

REPORTS TO: Business Operations Assistant II or designated officer

DUTIES AND RESPONSIBILITIES: equipment.

- Assists in the planning and management of meetings, workshops and conferences:
 - Prepares agendas;
 - Issues meeting invitation;
 - Takes meeting notes;
 - Distributes minutes to participants; and
 - Undertakes relevant follow-up action, as directed
- Assists in the coordination of travel arrangements by preparing costing, obtaining quotes from travel agencies and performing other related tasks.
- Maintains file register and filing system in keeping with established systems and procedures.
- Receives, records, sorts and routes incoming and outgoing correspondence and other documents.
- Composes and issues routine correspondence; also prepares drafts of more complex correspondence and reports of meetings, conferences etc. as directed.
- Orders, issues, and maintains inventory of supplies and

SUPERVISION GIVEN TO: N/A

- Assists in the preparation of timesheets and paysheets, vouchers, invoices and requisitions; posts entries in journals and ledgers and other routine accounting duties.
- Files memoranda, letters, reports and other documents.
- Generates a wide variety of documents such as letters, memoranda, minutes, reports, and spreadsheets utilizing appropriate software.
- Attends to queries and ascertains the business of callers and visitors and guides them accordingly.
- Operates standard office equipment such as photocopiers, scanners, facsimile machines and binders.
- Assists in the preparation of budgetary and expenditure statement by collecting and inputting relevant data as directed.
- Undertakes basic information gathering, as directed, and compiles data for entry; enters and/or verifies data.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE

- Knowledge of modern office practices and procedures.
- Some knowledge of relevant Public Service rules, regulations, instructions and procedures.

SKILLS AND ABILITIES

- Proficiency in the use of Microsoft Office Suite.
- Skills in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to compose and prepare documents such as letters, memoranda, minutes and reports.
- Ability to learn assigned tasks of limited complexity and
- Ability to make arithmetical computations.

- Ability to use a computer and other standard office machines such as photocopiers, scanners and facsimile machines.
- Ability to communicate effectively both orally and in writing.
- Ability to work as a team.
- Ability to establish and maintain effective working relationship with colleagues and the public.

Persons who meet the specified requirements are asked to include copies of Cover Letter; Résumé; Certificates of Qualification; Birth Certificate and valid form of Photo Identificantion. Two (2) Letters of Recommendation; two (2) References; and Work Permit (if applicable). EMAIL: info.hr@thadeie.gov.tt | CONTACT: 1 (868) 299-0781

DEADLINE FOR SUBMISSION: APRIL 25TH, 2022 · UNSUITABLE APPLICATIONS WOULD NOT BE ACKNOWLEDGED

Webinarsignup.com - February 22, 2023, 9:28 pm Webpage: https://webinarsignup.com/1013





16. . Caretaker - Division of Education Research and Technology

. Caretaker - Division of Education Research and Technology

. Caretaker - Division of Education Research and Technology <a>[View file #355 online]



DIVISION OF EDUCATION, RESEARCH AND TECHNOLOGY

EMPLOYMENT OPPORTUNITIES

EARLY CHILDHOOD CARE AND EDUCATION (ECCE)

CARETAKER

**** CONTRACTUAL POSITION ****

JOB TITLE: Early Childhood Care and Education (ECCE) Caretaker

JOB SUMMARY: An employee in this class cleans school buildings and their immediate surroundings. The incumbent performs a variety of other simple tasks which can be readily learnt on the job. As duties are routine and repetitive, employee performs them with little or no supervision and instructions. However, work is reviewed by a superior through inspections and general observations.

REPORTS TO: ECCE Administrator SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Clean and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- · Make adjustments and minor repairs
- Stock and maintain supply rooms
- · Cooperate with the rest of the staff
- Follow all health and safety regulations

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE

Some knowledge of cleaning methods and materials.

SKILLS AND ABILITIES

- Ability to follow simple, oral and written instruction.
- Ability to establish and maintain effective working relationships.
- · Physical strength to withstand long hours of work.
- Ability to handle cleaning equipment and machinery

MINIMUM EXPERIENCE AND TRAINING:

- · Police certificate of good character
- Working experience in a similar position
- Knowledge of cleaning chemicals and supplies
- · Ability to handle cleaning equipment and machinery

Persons who meet the specified requirements are asked to include copies of Cover Letter; Résumé; Certificates of Qualification; Birth Certificate and valid form of Photo Identificantion. Two (2) Letters of Recommendation; two (2) References; and Work Permit (if applicable). EMAIL: info.hr@thadeie.gov.tt | CONTACT: 1 (868) 299-0781

DEADLINE FOR SUBMISSION: APRIL 25TH, 2022 · UNSUITABLE APPLICATIONS WOULD NOT BE ACKNOWLEDGED

17. Teacer 2 - Division of Education Research and Technology

Teacer 2 - Division of Education Research and Technology

Teacer 2 - Division of Education Research and Technology [View file #356 online]



JOB TITLE: Early Childhood Care and Education (ECCE) Teacher

JOB SUMMARY: Requires the incumbent to teach students in ECCE Centres in accordance with the approved curriculum. Duties include monitoring the progress of students, effective classroom supervision and guidance to ensure the all-round development of students.

REPORTS TO: ECCE Administrator

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Plans activities using a variety of materials and equipment to improve the social, emotional, physical, creative and intellectual development of children ages three (3) to five (5) years old.
- Evaluates the needs of individual children in his/her care and prepares activity plans to meet those needs.
- · Prepares materials and teaching aids as necessary.
- · Maintains records as required.
- Supervises Teaching Assistants.
- Attends staff, parents and Board/Support Team meetings.
- · Participates in professional development programmes

geared towards their own personal and professional development.

- Assists in general duties as required from time to time to maintain the efficient operations of the ECCE centre.
- Ability to communicate effectively with others both orally and in writing.
- Ability to identify problems, determine information accuracy and relevance, generate and evaluate alternatives and make recommendations.
- Ability to establish and maintain effective working relationships with others.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE

- Sound knowledge of the theory and practice of early childhood education.
- · Sound knowledge of evaluation and measurement techniques.
- Sound knowledge of modern methods, principles and techniques of teaching.
- Sound knowledge of the philosophy and psychology of education.
- Sound knowledge of the use and operation of tools, equipment/ machinery in the subject area(s).
- Sound knowledge of modern skills and techniques in the particular subject.
- Working knowledge of safety practices specific to the teaching location.
- Working knowledge of the principles and techniques of counselling.
- Basic knowledge of the principles and practice of First Aid.

- Basic knowledge of the Civil Service and Public Service rules and regulations.
- Basic knowledge of the relevant computer applications.

ABILITIES AND SKILLS

- Sound evaluation and measurement skills.
- Sound communication skills.
- Sound human relation skills.
- Sound planning and organizing skills.
- Sound skills in the operation of tools and equipment pertinent to subject area taught.
- Sound skills in the observation and analysis of students' behaviour.
- Intermediate counselling skills.
- Basic computer skills.

MINIMUM EXPERIENCE AND TRAINING:

KNOWLEDGE

- Bachelor's Degree in Early Childhood Education.
- Minimum of five (5) years' experience in the field of ECCE.
- Experience in Curriculum Development and Implementation at the classroom level-ECCE. OR
- Any equivalent combination of experience and training in the field of ECCE.
- Recognized Certificate in Administration and Management of ECCE will be an asset.

Persons who meet the specified requirements are asked to include copies of Cover Letter; Résumé; Certificates of Qualification; Birth Certificate and valid form of Photo Identificantion. Two (2) Letters of Recommendation; two (2) References; and Work Permit (if applicable). EMAIL: info.hr@thadeie.gov.tt | CONTACT: 1 (868) 299-0781

DEADLINE FOR SUBMISSION: APRIL 25TH, 2022 · UNSUITABLE APPLICATIONS WOULD NOT BE ACKNOWLEDGED

Webinarsignup.com - February 22, 2023, 9:28 pm Webpage: https://webinarsignup.com/1013





18. Teacher - Division of Education Research and Technology

Teacher - Division of Education Research and Technology

Teacher - Division of Education Research and Technology [View file #357 online]



DIVISION OF EDUCATION, RESEARCH AND TECHNOLOGY

EMPLOYMENT OPPORTUNITIES

EARLY CHILDHOOD CARE AND EDUCATION (ECCE)
TEACHER ASSISTANT

**** CONTRACTUAL POSITION ****

JOB TITLE: Early Childhood Care and Education (ECCE) Teacher Assistant

JOB SUMMARY: Requires the incumbent to assist ECCE Teachers as they teach students in ECCE Centres in accordance with the approved curriculum. Duties include assisting in monitoring the progress of students, effective classroom supervision and guidance to ensure the all-round development of students.

REPORTS TO: ECCE Administrator SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Assists with planning activities using a variety of material and equipment to improve the social, emotional, physical, creative, spiritual and
 intellectual development of children ages three (3) to five (5) years old.
- · Assist in evaluating the needs of individual children and help prepare activity plans to meet those needs.
- Prepares materials and teaching aids as necessary.
- Assists with record keeping as required.
- Assists aides and volunteers who may visit the centre on internship or for professional development sessions.
- · Participates in professional development programmes geared towards their own personal and professional development.
- · Assists in general duties as required from time to time to maintain the efficient operations of the ECCE centre.
- · Ability to communicate effectively with others both orally and in writing.
- Ability to identify problems, evaluate alternatives and make recommendations.
- Ability to establish and maintain effective working relationships with others.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE

- Knowledge of the use and operation of tools, equipment/machinery in the subject area(s).
- Working knowledge of safety practices specific to the teaching location.
- Basic knowledge of the principles and practice of First Aid.
- Basic knowledge of the Civil Service and Public Service rules and regulations.
- Basic knowledge of the relevant computer applications.

SKILLS AND ABILITIES

- Communication skills.
- Human relation skills.
- Planning and organizing skills.
- Intermediate counselling skills.
- Basic computer skills.

MINIMUM EXPERIENCE AND TRAINING:

- Five (5) subjects (including English A and Mathematics) CXC General Proficiency, GCE or equivalent.
- Professional Certification (inclusive of practicum)obtained from School of Education (UWI), SERVOL or School of Continuing Studies (UWI)
 OR
- Any other training agency that is satisfactorily accredited.
- Minimum of three (3) years' experience in the field of Early Childhood Education.

Persons who meet the specified requirements are asked to include copies of Cover Letter; Résumé; Certificates of Qualification, Birth Certificate and valid form of Photo Identificantion. Two (2) Letters of Recommendation; two (2) References; and Work Permit (if applicable).

EMAIL: info.hr@thadeie.gov.tt | CONTACT: 1 (868) 299-0781

DEADLINE FOR SUBMISSION: APRIL 25TH, 2022 · UNSUITABLE APPLICATIONS WOULD NOT BE ACKNOWLEDGED

19. Driver And Landscaper needed

Driver And Landscaper needed

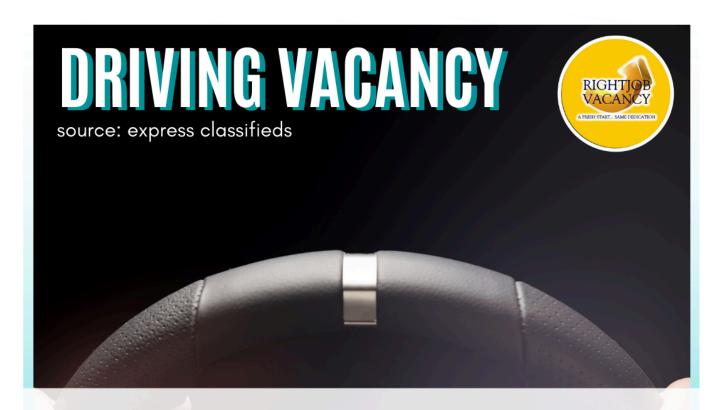
Driver And Landscaper needed [View file #358 online]



20. Driver Wanted must be from South

Driver Wanted must be from South

Driver Wanted must be from South [View file #359 online]



DRIVER WANTED Must be from SOUTH.
Working Hours: Mon-Fri 9am-5:00pm.
Salary \$800 weekly.

Must be willing to work in warehouse and do labourer work, Drive a Panel Van. 21-55 years old. Certificate of character.

ONLY CALL Mon-Fri 10:30am-4:30pm. 653-9114



DISCLAIMER:



21. 5 part time positions open - Candle Design , Jewelery Design , Soap Making , Entrepreneurship , Beuty The

5 part time positions open - Candle Design , Jewelery Design , Soap Making, Entrepreneurship, Beuty Therapy

5 part time positions open - Candle Design , Jewelery Design , Soap Making , Entrepreneurship , **Beuty Therapy**

[View file #360 online]

WE ARE HORONG!

PART TIME TUTORS

Positions

- Jewelry design
 - Candle design
 - Soap making
- Entrepreneurship
 - Beauty Therapy

email resumes to: blossomaccessory@yahoo.com

Webinarsignup.com - February 22, 2023, 9:28 pm Webpage: https://webinarsignup.com/1013



22. Cashier needed in Mayaro SS Persad Supermarket

Cashier needed in Mayaro SS Persad Supermarket

Cashier needed in Mayaro SS Persad Supermarket <a>[View file #361 online]





#3 Guayaguayare Road, Mayaro

More Info:

\$223-9916

Drop off your resume

OR

Send to:

sspersadvacancy@gmail.com

23. Experienced Stitcher needed in Mt Hope

Experienced Stitcher needed in Mt Hope

Experienced Stitcher needed in Mt Hope [View file #362 online]





EXPERIENCED & TRAINEE STITCHERS

Needed for Garment Factory in Mt Hope.

Attractive Remuneration, Full-time Employment

Call 612-3617

or

Send your applications to <u>admin@lazuriapparel.com</u> by Saturday 30th April, 2022. 24. Grill Cooks and Customer Service Representatives needed in Piarco

Grill Cooks and Customer Service Representatives needed in Piarco

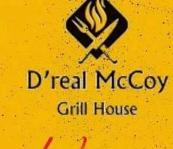
Grill Cooks and Customer Service Representatives needed in Piarco

Location: Piarco

WE ARE HIRING!!
Grill Cooks and Customer Service Representatives.

Interested? Send your resume to drealmccoyresumes@gmail.com
[View file #363 online]





HRING

- GRILL COOK
- CSR

EXPERIENCE REQUIRED

FOR GRILL COOK: EXPERIENCE IN AN A LA CARTE ENVIRORMENT PREFERRED

Submit your resume to:

drealmccoyresumes@gmail.com

25. Heavy T Driver Needed

Heavy T Driver Needed

Heavy T Drivers needed! Call 638-5364 or 297-1358 for more information.

[View file #364 online]



26. MAINTENANCE HANDYMAN Wanted

MAINTENANCE HANDYMAN Wanted

VACANCY PART-TIME MAINTENANCE HANDYMAN (Tobago)

Job Profile: We are seeking to recruit a young dynamic individual who is a self-starter, self-disciplined and hard working.

Job Function: The Maintenance Handyman will be expected to perform the following duties:

- \cdot Yard maintenance including moulding and pruning plants
- · Painting
- \cdot Guttering cleaning, watering plants and power-washing

Skills Required and Ability to:

- · Operate brush cutting machine, blower, power washer
- · Plumbing and or Masonry would be an asset
- · Paint interior walls
- \cdot Understand basic instruction, flexible and adapt to change

Desirable: Police Certificate of Good Character (No more than 3 months)

Interested persons can send their application, together with 2 written references and certificate of good character to info.kemassl@gmail.comno later than April 29, 2022.

[View file #365 online]





27. Mature Maxi Taxi Driver Wanted - Arima and Area

Mature Maxi Taxi Driver Wanted - Arima and Area

Mature Maxi Taxi Driver Wanted - Arima and Area [View file #366 online]



28. Medical Laboratory Technician in San Fernando

Medical Laboratory Technician in San Fernando

Medical Laboratory Technician in San Fernando [View file #367 online]



29. Merchandiser Vacancy in Chaguanas

Merchandiser Vacancy in Chaguanas

Merchandiser Vacancy in Chaguanas [View file #368 online]

CAREER OPPORTUNITY

Merchandiser

We are currently looking for

Merchandisers

for the Chaguanas area

If you have O 'level passes in Maths and English or 2 years' experience in a similar environment, click on the below link to complete our online application form.

Deadline - Friday 15th April, 2022



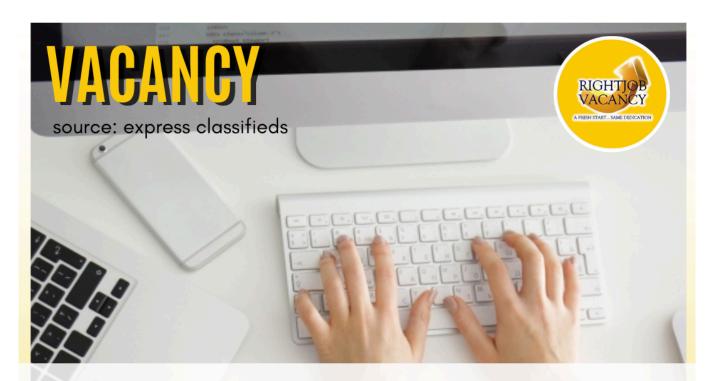


Only shortlisted applicants will be contacted

30. Office Assistant Required at NP Service Station Princess Town email - jobapp8080@gmail.com

Office Assistant Required at NP Service Station Princess Town email - jobapp8080@gmail.com

Office Assistant Required at NP Service Station Princess Town email - jobapp8080@gmail.com [View file #369 online]



OFFICE ASSISTANT REQUIRED

at NP Service Station Princess Town.

Incumbent must possess a good attention to detail.

Duties include: 1.Monitoring income and expenditure

- 2. Maintaining accounts receivables and payables
 - 3. Data entry (Word) 4. Bank reconciliation
- 5. Filing and maintaining inventory of office supplies
 - 6. Other duties as assigned

Send resume to jobapp8080@gmail.com



DISCLAIMER:



31. Sales Associate in Freeport with Stingrae Retails

Sales Associate in Freeport with Stingrae Retails

Sales Associate in Freeport with Stingrae Retails

Please send cv to sales@stingraecaribbean.com
[View file #370 online]



FREEPORT

We're Hiring

FOR OUR NEW STORE
IN FREEPORT AREA

SALES ASSOCIATE

Send your CV sales@stingraecaribbean.com



32. Vacancy post for Driver Loader (Tobago)

Vacancy post for Driver Loader (Tobago)

Vacancy post for Driver/Loader (Tobago).

Please see the link below for more detailed information as it pertains to these positions. http://www.ytepp.edu.tt/vacancy/
[View file #371 online]

44 / 46



Vacancy

Driver/Loader (Tobago)

YTEPP Limited is a training organisation with a focus on Technical Vocational Education and Training throughout Trinidad and Tobago. The organisation's thrust is toward meeting the labour market demands of industry.

The Youth Training and Employment Partnership Programme (YTEPP) Limited is inviting suitably qualified candidates for the position:-

The Job

The most important duty of drivers is to drive safely to their destination. The incumbent are also often expected to help with the loading and unloading of consumables, keep logs of their activities and makes sure their vehicles are maintained in good working order. The employee may use his own initiative and judgment in emergency situations on the field. Work is performed under close supervision and direction of the supervisor who reviews work through general observations of the driving skills of the employee for safe operation and proper upkeep of the vehicle.

Essential Functions and Basic Duties

- · Collects and delivers mail, packages, documents and other items, and registers them in the dispatch book.
- · Checks items against invoice or delivery note and receives copy of invoice for retention or submission to supervisor.
- · Delivers consumables and small equipment to and from internal and external customers.
- · Cleans vehicle, oil, gasoline, water, battery water, brake fluids and tyre pressure on a timely basis.
- · Provides shuttle service where applicable.

Education

- · Three (03) O' Levels including English Language and Mathematics.
- · Certificate in Defensive Driving.
- · Heavy Motor Vehicle Driver's Permit (Class 4).

Years of Experience

· Minimum of Three (03) years' experience in Heavy T Driving

Knowledge, Skills and Abilities

- The principles of automotive operations sufficient to detect defects in operations
- · Safe operation of heavy automotive vehicles
- · Physical ability to maneuver heavy equipment on long trips.
- · Establish and maintain effective working relationships with other employees and the public.

Please submit application to

HR Manager, YTEPP Limited, Woodford Lodge Road, Chaguanas Email: careers@ytepp.edu.tt Please visit www.ytepp.edu.tt for further details Tel: 1-868-672-5411 ext. 2248 or 2249

Deadline Date: Friday 22nd April, 2022

Webinarsignup.com - February 22, 2023, 9:28 pm Webpage: https://webinarsignup.com/1013

