

April 20th 2022 Trinidad and Tobago VacancyAd Report Table Of Content

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1. Accounts Payable Clerk Vacancy

Accounts Payable Clerk Vacancy

Accounts Payable Clerk Vacancy

[\[View file #538 online\]](#)

LAINING
WWW.LAINGGROUP.COM**CAREER OPPORTUNITIES****ASSISTANT PAYABLES CLERK****JOB SUMMARY**

Responsible for obtaining, processing and validating vendor invoices. This role will include clerical and administrative duties which support the payables process.

MINIMUM REQUIREMENTS AND EXPERIENCE

- 5 years of experience in an accounts payable role or a degree in an accounting field would be an asset
- Experience in Peachtree Software
- Proficient in the use of Microsoft Office Suite

PROOF OF COVID-19 VACCINATION IS REQUIRED

**Kindly submit your Resumé and Cover Letter in one (1) document in a pdf file. Candidates MUST email document with a recent passport size photograph to:
info@lainggroup.com**

Resumés must be submitted before 6th May 2022.

Applications are to be titled as the Candidate's name, i.e. First Name and Last Name and Position applied for in the subject line

Only shortlisted Candidates will be contacted. Unsuitable applications will not be acknowledged

2. Asistant Payroll Clerk

Asistant Payroll Clerk

Asistant Payroll Clerk
[\[View file #539 online\]](#)

LAING
WWW.LAINGGROUP.COM**CAREER OPPORTUNITIES****ASSISTANT PAYROLL CLERK****JOB SUMMARY**

The Assistant Payroll Clerk is responsible for gathering and validating timesheets as well as ensuring data is accurately entered in a timely manner.

MINIMUM REQUIREMENTS AND EXPERIENCE

- Experience in payroll administration or similar role
- Proficiency in payroll management software (Pay-Master)
- Experience in the completion of NIB and BIR documents
- Proficient in the use of Microsoft Office Suite

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3. Assistant Receiveables Clerk

Assistant Receiveables Clerk

Assistant Receiveables Clerk
[\[View file #540 online\]](#)

LAING
WWW.LAINGGROUP.COM**CAREER OPPORTUNITIES****ASSISTANT RECEIVABLES CLERK****JOB SUMMARY**

Assists in the accounts receivable functions including invoicing, processing of incoming payments and record keeping.

MINIMUM REQUIREMENTS AND EXPERIENCE

- Knowledge of Microsoft Office and Peachtree.
- Experience in receivables administration or similar role

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4. Clerical Assistant Vacancy

Clerical Assistant Vacancy

Clerical Assistant Vacancy

[\[View file #541 online\]](#)



CCGAL SECURITY ANALYST SERVICES LIMITED

IMMEDIATE VACANCY

for

•CLERICAL ASSISTANT

****Must be fully vaccinated****

Call 222-4062

[Calls only Mon—Fri. 8 a.m. - 4 p.m.]

5. Emergeny Command Center Operator Wanted

Emergeny Command Center Operator Wanted

Emergeny Command Center Operator Wanted
[\[View file #542 online\]](#)

LAINING
WWW.LAININGGROUP.COM**CAREER OPPORTUNITIES****EMERGENCY COMMAND CENTER OPERATOR****JOB SUMMARY**

The Command Centre Operator is responsible for monitoring the company's critical infrastructure: people, information, equipment and facilities. Acting as the control liaison during incidents, this role will ensure that incidents are immediately reported to the appropriate party or relevant agency. Includes ensuring driver compliance with the organization's IVMS. Compile monthly reports on movements e.g., areas visited, mileage, trends, issues, and vehicle usage.

MINIMUM REQUIREMENTS AND EXPERIENCE

- 5 O-levels inclusive of Math and English
- Accident/Incident investigation training
- Emergency response training
- Proficient in the use of Microsoft Office Suite
- 3 years experience within related quality field

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info@lainggroup.com**

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6. HSSE Officer Vacancy

HSSE Officer Vacancy

HSSE Officer Vacancy
[\[View file #543 online\]](#)

LAINING
WWW.LAININGGROUP.COM**CAREER OPPORTUNITIES****HSSE OFFICER****JOB SUMMARY**

To co-ordinate, support and advise on all aspects with regards to Health, Safety, Security and the Environment. To establish, manage and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with HSSE are adhered to and assist in the development, implementation, and maintenance of the HSSE Management System, ensuring compliance with strategic objectives and expectations.

MINIMUM REQUIREMENTS AND EXPERIENCE

- **National Examination Board in Occupational Safety and Health (NEBOSH) Certificate/Diploma or equivalent**
- **PLEA Training**
- **TBOSIET training would be an asset**
- **5 years experience within related HSSE field**
- **Proficient in the use of Microsoft Office Suite**

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info@lainggroup.com**

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Applications are to be titled as the Candidate's name, i.e. First Name and Last Name and Position applied for in the subject line

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7. Internal Auditor Vacancy

Internal Auditor Vacancy

Internal Auditor Vacancy
[\[View file #544 online\]](#)

LAINING
WWW.LAINGGROUP.COM**CAREER OPPORTUNITIES****INTERNAL AUDITOR****JOB SUMMARY**

Responsible for analyzing all financial activities with the aim of identifying any discrepancies and ensuring that all financial records are current. Duties include reviewing financial reports, monitoring income and expense accounts. Responsible for generating financial records and documents which comply with the relevant local and international bodies.

MINIMUM REQUIREMENTS AND EXPERIENCE

- **Bachelor's degree in Finance, Accounting; ACCA preferred**
- **5 years of experience in accounting and/or financial analysis**
- **Proficient in the use of Microsoft Office Suite**

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info@lainggroup.com**

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8. Manager Wanted - Assitant Manager Vacancy - Tally Clerk Wanted

Manager Wanted - Assitant Manager Vacancy - Tally Clerk Wanted

Manager Wanted - Assitant Manager Vacancy - Tally Clerk Wanted

[\[View file #545 online\]](#)

THE NATIONAL AGRICULTURAL MARKETING
AND DEVELOPMENT CORPORATION
(NAMDEVCO)

we're
hiring!

- Manager, Port of Spain Wholesale Fish Market, Sea Lots.
- Assistant Manager, Port of Spain Wholesale Fish Market, Sea Lots.
- Tally Clerk, Port of Spain Wholesale Fish Market, Sea Lots.

Deadline for submission of applications is April 29th, 2022.
For further job details, please visit:

www.namdevco.com/vacancies

Send applications to : hr@namdevco.com



9. Payroll Clerk Vacancy

Payroll Clerk Vacancy

Payroll Clerk Vacancy
[\[View file #546 online\]](#)

LAING
WWW.LAINGGROUP.COM**CAREER OPPORTUNITIES****PAYROLL CLERK****JOB SUMMARY**

Responsible for all tasks related to payroll processing such as collection of payroll data, calculating wages, validating payroll data, updating payroll systems with employee information, statutory deductions, employee loans etc.

MINIMUM REQUIREMENTS AND EXPERIENCE

- Bachelor's degree in Finance, Accounting or Administrative Management
- 5 years of experience in payroll administration
- Proficiency in payroll management software (Pay-Master)
- Experience in the completion of NIB and BIR documents
- Knowledge of statutory deduction process and legislation
- Proficient in the use of Microsoft Office Suite

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info@lainggroup.com**

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10. Presser Wanted

Presser Wanted

Presser Wanted

[\[View file #547 online\]](#)

CAREER OPPORTUNITY

Presser

We are seeking Pressers for our Delivery Departments.

Come

No Experience Required

Gain

On Site Training

Great Benefits

- Permanent Employment
- Competitive Wages
- Medical and Pension Plans
- Paid Vacation

APPLY TO

The Human Resources Manager
Janouras Custom Design Limited
42-46 Sackville Street, Port of Spain
E-mail: hr@janouras.com



11. Production Co-ordinator

Production Co-ordinator

Production Co-ordinator
[\[View file #548 online\]](#)

We are **HIRING!**

PRODUCTION CO-ORDINATOR

Co-ordination of production operations

SKILLS/ABILITIES:

- * Flexibility and Adaptability
- * Time management skills
- * Driven
- * Analytical/Problem Solving skills
- * Ability to lead & delegate
- * Effective communication skills
- * Transparent
- * Proactive/Hands-on

QUALIFICATIONS:

- * Minimum: 5 CXC subjects
- * 3 years+ experience in the Sign Industry
- * Experience in a Supervisor position is an asset
- * Working knowledge of :
 - Adobe Illustrator
 - Photoshop
 - Corel Draw
 - Microsoft

APPLY NOW



PRIMARY DUTIES

- ✘ Plan and prioritise production operations to ensure-maximum performance and reduce delays
- ✘ Ensure daily production targets & achievements are adequate to meet management's monthly sales target.
- ✘ Manage the work flow by delegating tasks to production employees according to their skill set.
- ✘ Perform quality checks and control throughout the various stages of production.
- ✘ Communicate and co-ordinate with the sales department to ensure that products meet customer specifications and are completed within deadlines.
- ✘ Perform regular checks on the production equipment and schedule maintenance procedures and repairs when needed.
- ✘ Ensure compliance with professional standards such as occupational health and safety.
- ✘ Provide direction to production employees on completing tasks.
- ✘ Record feedback on individual employee performance and communicate to management for staff appraisal purposes.
- ✘ Track work-in-progress and provide regular reports and updates to management.

Interested persons kindly forward Resumes to:
admin@lasercutsltd.com.

Deadline to submit applications: 30th April, 2022
Unsuitable applications will not be acknowledged

12. Quality Officer Wanted

Quality Officer Wanted

Quality Officer Wanted
[\[View file #549 online\]](#)

LAINING
WWW.LAININGGROUP.COM**CAREER OPPORTUNITIES****QUALITY OFFICER****JOB SUMMARY**

Assist in the development, implementation, and maintenance of the Quality Management System within the organization and ensure compliance with strategic quality objectives and expectations. Perform internal, external surveys and evaluations on services to determine whether they are of the appropriate quality and customer satisfaction is maintained and that there is continuous improvement. Ensure procedures are in keeping with guidelines and standards required by relevant/applicable accreditation bodies.

MINIMUM REQUIREMENTS AND EXPERIENCE

- Certificate in Quality Management
- Certificate: ISO 9001:2015 Internal Auditing
- Certificate: ISO 9001:2015 Implementing Effective Quality Systems
- PLEA Training
- Proficient in the use of Microsoft Office Suite
- 5 years experience within related quality field

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info@lainggroup.com**

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13. Rewinder Operators

Rewinder Operators

Rewinder Operators

[\[View file #550 online\]](#)

LH Group

WE ARE HIRING

REWINDER OPERATORS

SALARY RANGE: \$4000-\$4550

JOB REQUIREMENTS:

- ✓ Can Work Shift
- ✓ Adept to Technology
- ✓ Quick Learner
- ✓ Team Player
- ✓ Eager to Learn/Cross Train

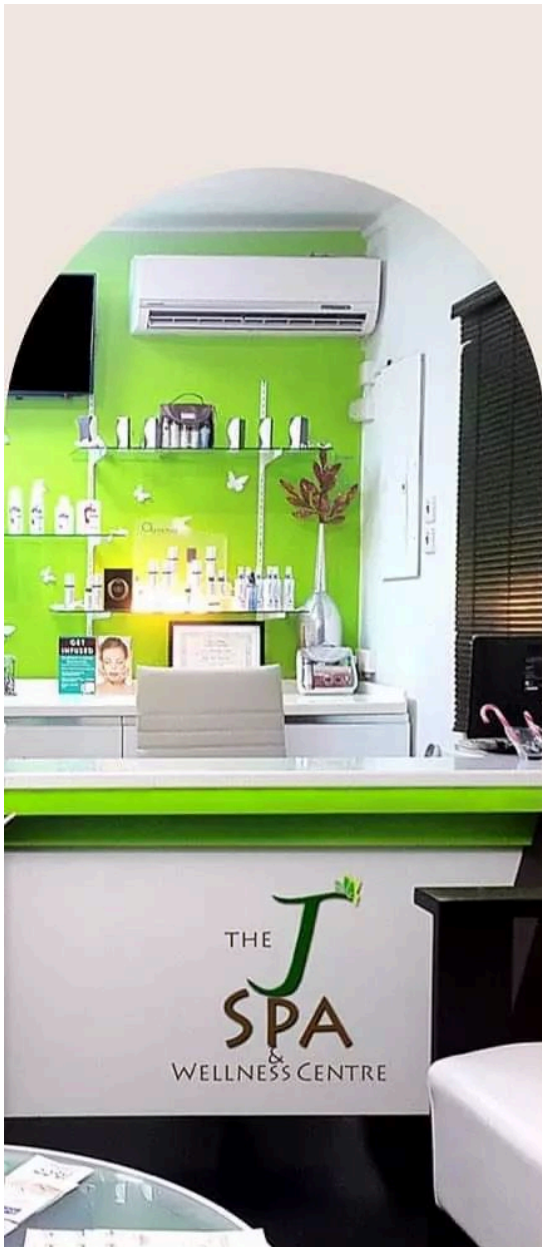
See More Details and Apply via our Website.

<https://labelhousegroup.com/careers/vacancies/>

14. Spa Receptionist Vacancy

Spa Receptionist Vacancy

Spa Receptionist Vacancy

[\[View file #551 online\]](#)

WE ARE HIRING

SPA RECEPTIONIST/ COORDINATOR

We are looking for a friendly, enthusiastic candidate who possess the following skills :

- Punctual & Reliable,
- Works well under pressure
- Team player
- Good interpersonal skills
- Proficient in Microsoft office suite
- Good telephone etitquete
- Good at retail and promotional sales a plus

Submit resume and photo
to thejspa@gmail.com
San fernando.
221-0695/789-3999.

15. Staging Technician Vacancies

Staging Technician Vacancies

Staging Technician Vacancies

[\[View file #552 online\]](#)

LH Group

WE ARE HIRING

STAGING TECHNICIAN

SALARY RANGE: \$4000-\$4550

JOB REQUIREMENTS:

- ✓ Ability to work accurately
- ✓ Multi-Tasker
- ✓ Technically Oriented
- ✓ Team Player
- ✓ Ability to work all shifts and overtime

See More Details and Apply via our Website.

<https://labelhousegroup.com/careers/vacancies/>

16. Tobago Location Supervisor

Tobago Location Supervisor

Tobago Location Supervisor
[\[View file #553 online\]](#)



Coop's

COME JOIN OUR TEAM!



LOCATION SUPERVISOR (TOBAGO)

- Mature and responsible
- Excellent customer service skills
- At least 3 years supervisory experience
- Able to work well under pressure

**TO APPLY SEND RESUMES TO
EMAIL: service@coopscarcare.com**

17. Arima Worker needed to work on a farm \$1200 per week - live in can be arranged experience needed age 30 or older call 7862553.

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[\[View file #554 online\]](#)

A large blue rectangular banner with the text "VacancyTV.com" in white, bold, sans-serif font.

18. Distribution Company is looking for workers to advertise their inventory

Distribution Company is looking for workers to advertise their inventory

Distribution Company looking for workers to advertise their inventory in exchange for compensation.

Ardysslife International distribution sells a variety of stuff.

For serious enquires call : 8687090740

8683540562

Your health is your wealth but also your financial freedom.

[\[View file #555 online\]](#)

A large blue rectangular box containing the text "VacancyTV.com" in a bold, white, sans-serif font. The text is centered horizontally and vertically within the box.

19. Opportunity available for parts attendant 730 9449 AT Jerry's Service Centre Ltd.

Opportunity available for parts attendant 730 9449 AT Jerry's Service Centre Ltd.

Opportunity available for parts attendant
730 9449

<https://www.facebook.com/JerrysServiceCentreltd/posts/2810315155780609>

[\[View file #556 online\]](#)

A large blue rectangular banner with the text "VacancyTV.com" in white, bold, sans-serif font.

20. EXPERIENCED SERVERS Needed to Work at Roti Shop in Gulf City Mall. WhatsApp Name & Contact to 382-

EXPERIENCED SERVERS Needed to Work at Roti Shop in Gulf City Mall. WhatsApp Name & Contact to 382-6262, 685-4555.

EXPERIENCED SERVERS Needed to Work at Roti Shop in Gulf City Mall. WhatsApp Name & Contact to 382-6262, 685-4555.

[\[View file #557 online\]](#)

A large blue rectangular box containing the text "VacancyTV.com" in a bold, white, sans-serif font.

21. We are hiring Security Officers for locations in South and Central Trinidad.

We are hiring Security Officers for locations in South and Central Trinidad.

We are hiring Security Officers for locations in South and Central Trinidad.

Applicants must:

Have experience as a Security Officer, 1 year or more;

Be able to communicate clearly, both verbal and written;

Have excellent customer service skills and a positive attitude;

Be responsible and reliable;

Be able to co-operate with others and be a team player;

Have a Certificate of Good Character;

Provide two references, from previous employers.

Interested applicants should apply on-line or e-mail your resume to narclayssl@gmail.com

We will NOT RESPOND to What's Up or text messages.

We wish to thank all applicants for their interest and wish you success in your job search.

[\[View file #558 online\]](#)

JOIN OUR TEAM

We're Hiring

SECURITY OFFICERS



SEND YOUR RESUME TO
narclayssl@gmail.com

