

# 13th September 2022 Trinidad and Tobago Vacancy Ad Report

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1. I'm looking for skilled specialty bread bakers who are also skilled in making pastry dough.

## **I'm looking for skilled specialty bread bakers who are also skilled in making pastry dough.**

I'm looking for skilled specialty bread bakers who are also skilled in making pastry dough. Please call or whatsapp 682-8410 for Santa Cruz area

[\[View file #4342 online\]](#)



**VacancyAd.com**  
**Trinidad and Tobago**

2. Driver Class 4 Heavy T Required

## Driver Class 4 Heavy T Required

Driver Class 4 Heavy T Required

Couva

Contact 745-9591

With loading and warehouse duties

Email: [idealvacancy02@gmail.com](mailto:idealvacancy02@gmail.com)

[\[View file #4343 online\]](#)



**VacancyAd.com**  
**Trinidad and Tobago**

### 3. Executive Assistant Vacancy

## Executive Assistant Vacancy

Vacancy- Executive Assistant

Locations- San Fernando

Email - [admin@tpcl.live](mailto:admin@tpcl.live)

3 year work experience

Experience in law / accountant

Manage scheduling for company executive(s)

Draft, review and send communications on behalf of company executive(s)

Organize and prepare for meetings, including gathering documents and attending to logistics of meetings

Answer and respond to phone calls, communicate messages and information to the executive

Prioritize emails and respond when necessary

Coordinate travel arrangements

Maintain various records and documents for company executive(s)

Knowledge in microsoft word, excel, outlook, etc

[\[View file #4344 online\]](#)



**VacancyAd.com**  
**Trinidad and Tobago**

4. vacancyadcomtt - Copy (4)

## **vacancyadcomtt - Copy (4)**

vacancyadcomtt - Copy (4)

[\[View file #4345 online\]](#)



**VacancyAd.com**  
**Trinidad and Tobago**

5. Taxi driver wanted from Diego Martin area, 35 years plus, must have valid taxi badge & dp.

**Taxi driver wanted from Diego Martin area, 35 years plus, must have valid taxi badge & dp.**

Taxi driver wanted from Diego Martin area, 35 years plus, must have valid taxi badge & dp.

Call/whatsapp: 397-4577

[\[View file #4346 online\]](#)



**VacancyAd.com**  
**Trinidad and Tobago**

6. Chef's needed

## Chef's needed

Chef's needed

If interested in applying, please send your resume to [tobago.tropikist@gmail.com](mailto:tobago.tropikist@gmail.com) or [tropikistbeachhotelresort@gmail.com](mailto:tropikistbeachhotelresort@gmail.com) along with other documentations.

Thank you!

[\[View file #4347 online\]](#)



**VacancyAd.com**  
**Trinidad and Tobago**

7. 3 Vacancies a Security Company - HR Admin Assistant - Payroll Assistant - Accounts and Payroll Coordinator

### **3 Vacancies a Security Company - HR Admin Assistant - Payroll Assistant - Accounts and Payroll Coordinator**

We are hiring!

Are you self motivated and a team player? If so we want to hear from you. Positions available include:

- HR Admin Assistant
- Payroll Assistant
- Accounts and Payroll Coordinator

Must have work experience in similar role and a solid education record. Positions based in the Maraval Area.

Email your resume to - [info@hawk-tt.com](mailto:info@hawk-tt.com) - and include the job title you are applying for in the subject of the email.

[\[View file #4493 online\]](#)



WE ARE HIRING

- HR Admin Assistant
- Payroll Assistant
- Accounts & Payroll  
Co-ordinator



Email [info@hawk-tt.com](mailto:info@hawk-tt.com)

Include the job title applied for  
in the email subject.



8. Cashier - CSR requested at Arima branch of TheWaterSource

## **Cashier - CSR requested at Arima branch of TheWaterSource**

VACANCY

Cashier/CSR (Arima branch)

Applications must be submitted to [tlalchand@watersourcett.com](mailto:tlalchand@watersourcett.com) no later than September 25th, 2022. Applications sent through Facebook will not be considered.

[\[View file #4495 online\]](#)

# VACANCY

## Cashier/CSR

(Arima branch)

The Water Source Limited, a leading retail and service company in the plumbing industry, is looking for a dynamic and outgoing individual to join its team!



### JOB SUMMARY:

The overall responsibility of the position is to assist customers with their needs, ensuring that they receive the best possible service. This includes invoicing, responding to sales and billing inquiries, phone calls and store merchandising. You will also be required to assist with data entry and cataloging.

### MAIN FUNCTIONS:

#### CASHING

- Receive and disburse money into electronic cash register, process credit or debit card transactions and validate cheques as the primary cashier.
- Invoice all sales and receipts according to Company policy as the primary cashier.
- Enter job cards and prepare work orders & delivery notes according to Company policy.
- Assist with ensuring that all outstanding monies for the Store are collected in a timely fashion.
- File and retrieve requisite paperwork (job cards, work orders, invoices and receipts etc) when necessary.

#### STORE

- Assist walk-in, call-in or online customers with prices, quotations, product advice and recommendations in a timely and professional manner.
- Follow up with Customers regarding their pending order status and delivery / payment arrangements.
- Ensure that the shelves/bins are stocked with product at all times, store is properly merchandised and kept clean and tidy.
- Ensure that the Brochure Stand is always neat and replenished.
- Receive and document customer product repair reports and/or complaints.
- Ensure that all products displayed have correct pricing, are properly labelled and are in sync with all other WS branches.
- Ensure that all printed price books are updated in a timely manner and kept in good condition.
- Assist with general data entry where necessary and cataloging of inventory.

### MINIMUM REQUIREMENTS

- 5 CSEC passes including Mathematics and English
- 2 Years' relevant experience preferably in a retail environment
- Proficient in MS Office
- An equivalent combination of qualifications and experience will be considered.
- Must reside within close proximity of the stores location
- Candidates must be fully vaccinated

Applications must be submitted to [tlalchand@watersourcett.com](mailto:tlalchand@watersourcett.com) no later than **September 25th, 2022**  
Applications sent through Facebook will not be considered.



9. Cashiers wanted at Prices Supermarket El Dorado

## Cashiers wanted at Prices Supermarket El Dorado

Employer/ Facebook page: Prices Supermarket

Location: El Dorado

Currently Looking for Cashiers

Please submit your resume via e-mail ([pricessupermarket@gmail.com](mailto:pricessupermarket@gmail.com)) or WhatsApp (662-7624).

Requirements:

- Must be able to work shift
- Basic computer literacy
- Good Customer Service skills
- Previous cashing experience is not required, but would be an asset

[\[View file #4497 online\]](#)



## 10. Category Assistant Vacancy

### Category Assistant Vacancy

□ Vacancy Alert □

We're looking for a Category Assistant to help us take products through its journey from its original source, anywhere in the world, right through to putting these on the shelves in our stores!

Do you have experience:

- understanding what customers want
- liaising with suppliers
- creating information for product marketing
- monitoring product performance and replenishment

Then apply now!

For more details visit <https://myexcellentstores.com/tt/careers/category-assistant>

Email your application to [careers@excellentstoresgroup.com](mailto:careers@excellentstoresgroup.com)

Subject: Category Assistant

[\[View file #4498 online\]](#)



# Vacancy Category Assistant

Interested persons please forward resume to: [careers@excellentstoresgroup.com](mailto:careers@excellentstoresgroup.com)

11. Class 4 and Class 5 Drivers! Barataria Office on Wednesday, September 14th and Friday, September 17th

## **Class 4 and Class 5 Drivers! Barataria Office on Wednesday, September 14th and Friday, September 17th - Heller Security Services 1996 Ltd.**

Employer/ Facebook page: Heller Security Services 1996 Ltd.

□□□□□□□□□□ Driving Interviews are Opened!!!!

□□ Attention Class 4 and Class 5 Drivers!

➔ Come in to our Barataria Office on Wednesday, September 14th and Friday, September 17th for an Open Interview with our HR Manager for Driving Vacancies!!!!

□□ Come In Between 10am to 12pm on both days!!!

✓ Walk with your relevant documents!!!

□□□□ Come get hired and Come get PAID ON TIME!!!!□

☎ For more info call 375-4648 or 638-0530!!!

[\[View file #4499 online\]](#)





12. Couriers - customer service on wheels wanted a WebSource

## **Couriers - customer service on wheels wanted a WebSource**

Going beyond the role of a driver, our couriers are customer service on wheels. Customers count on us (meaning you) to deliver quickly and professionally. We'll be counting on you to do it safely.

If you're interested or know someone who is, we'd love to chat. Read the requirements in the attached image

[\[View file #4500 online\]](#)



# COURIER NEEDED

Do you have what it takes to join our relentless pursuit of excellence?

Our customers demand and deserve the best so we're looking for the best to supplement our team of couriers to deliver top notch service.

## REQUIREMENTS

This vacancy specifically requires intimate knowledge of the following areas and their environs: **Aranguetz, San Juan, Bamboo #1, 2 and 3, Valsayn North and South, Curepe, Maracas St. Joseph, Mt. Hope, Mt. Lambert.**

Aged 25 years or older with a minimum of 3 years driving experience

Professional demeanor, effective communication and ability to perform basic calculations

Valid Heavy-T license and capable of driving a manual vehicle

You must be able to provide a Police Certificate of Character and at least 2 solid references

Exceptional service is our promise to our customers. If you can deliver on this promise, we'd love for you to join our team. We serve our customers Monday to Saturday and even some Sundays during peak season...it's all about the work!

You will face tough weather, heavy traffic and unpredictable parking restrictions. This is truly a challenging job.

However, the fulfilment of handing over that much-anticipated package to a grateful customer makes it worthwhile.

## HOW TO APPLY

If you meet the above requirements and are ready for the challenge, please email your resume to [hr@shipwebservice.com](mailto:hr@shipwebservice.com). You must specify the position i.e. "Courier" as the subject in order for your application to be received.

**The application deadline is September 23rd. Unsuitable applications will not be acknowledged. Interviews have already started. Apply now.**

13. Customer Service Attendants wanted at all branches

## Customer Service Attendants wanted at all branches

We're HIRING, please join us at our upcoming recruitment event!

☐☐ JTA @c3centre

☐☐ Wednesday 14th September

☐☐ 9am-1pm

Positions available -

☐☐ Full time Customer Service Attendants for all departments and branch locations.

See post for details!

For further information please contact the HR department at 217-4582

[\[View file #4501 online\]](#)



WE ARE  
**HIRING!**

**CUSTOMER  
SERVICE  
ATTENDANTS**

(ALL Departments/ALL Branches)

Interested persons **MUST** walk with the relevant documents:

- Updated Resume
- Valid ID card/ DP
- Recent Passport size photo
- Certificate of Character (Original & must be issued within the last 6 months)
- Any Certificates (Original & Copies)

For any further information call the HR Department  
at 217-4582



 **JTA C3 CENTRE**

 **9 AM-1 PM**

 **WEDNESDAY  
14TH SEPTEMBER**

14. Dental Assistant wanted in South Trinidad.

## **Dental Assistant wanted in South Trinidad.**

EDS wants another Dental Assistant. Are you the one?

Then send your best application to : [applications@essentialdentaltt.com](mailto:applications@essentialdentaltt.com)

At this time, we are only considering applicants from south Trinidad. Preference will be given to applicants with prior experience.

Are you passionate about helping people? Do you like working with your hands and aren't afraid to get them dirty? Then this might be the position for you.

The is a full time job, Monday to Saturday.

In your application letter, please answer this question: what's the significance of the brown m&m test, and with whom was it primarily associated?

[\[View file #4502 online\]](#)

# We're Hiring

We are currently looking for a dental assistant to join our team. Please send your cv to

[applications@essentialdentaltt.com](mailto:applications@essentialdentaltt.com)



15. Full time Checkouts - cashiers wanted at all branches

## **Full time Checkouts - cashiers wanted at all branches**

We're HIRING, please join us at our upcoming recruitment event!

☐☐ JTA @c3centre

☐☐ Wednesday 14th September

☐☐ 9am-1pm

Positions available -

☐☐ Full time Checkouts (cashiers) for all branch locations

See post for details!

For further information please contact the HR department at 217-4582

[\[View file #4503 online\]](#)



# WE ARE **HIRING!**



## **CUSTOMER SERVICE ATTENDANTS – CHECKOUTS**

(ALL Branches)

### Requirements:

- Must have 5 CXC/CSEC Passes inclusive of Maths & English or English & POA

Interested persons **MUST** walk with the relevant documents:

- Updated Resume
- Valid ID card/ DP
- Recent Passport size photo
- Certificate of Character (Original & must be issued within the last 6 months)
- Certificates (Original & Copies)

For any further information call the HR Department at  
217-4582



**JTA C3 CENTRE**



**9 AM-1 PM**



**WEDNESDAY  
14TH SEPTEMBER**



16. Joshua Regrello is seeking a Full-time Personal Assistant in South Trinidad

## Joshua Regrello is seeking a Full-time Personal Assistant in South Trinidad

Hiya, looking for a full-time personal assistant. You can send your resumes to [joshuaregrello@gmail.com](mailto:joshuaregrello@gmail.com)  
[\[View file #4504 online\]](#)



JOSHUA REGRELLO

## LOOKING FOR A PERSONAL ASSISTANT

### SPECIFICATIONS:

- Should own/access a working vehicle
- Preferably based in south Trinidad
- Should be social media savvy
- Great communication & organizational skills
- Should be able to commit to full time role

SEND YOUR RESUME TO :  
[joshuaregrello@gmail.com](mailto:joshuaregrello@gmail.com)

17. Group Accountant wanted at Security Company

## Group Accountant wanted at Security Company

Group Accountant wanted at Security Company

[\[View file #4505 online\]](#)



The advertisement features a dark blue background with a photograph of two people in business attire reviewing documents. In the top left corner, there is a logo for 'GUARDSMAN SECURITY SERVICES LTD' which includes a padlock icon. The text 'JOB VACANCY' is prominently displayed in large white letters. Below this, the text 'We need you for this position:' is followed by the job title 'Group Accountant' in a bold, underlined font. The contract type 'One (1) Year Contract' is listed below. A bulleted list of requirements follows, including ACCA/BS Finance & Accounting, computer skills, attention to detail, multitasking ability, and 10 years of experience. At the bottom, there is a call to action 'APPLY NOW' in a white box, the address '#14 Rookery Nook, Maraval', contact information 'Please send your CV & Portfolio info@guardsmantt.com', a phone number '746-1992', and social media icons for Facebook and Instagram.

**JOB VACANCY**

We need you for this position:

**Group Accountant**

One (1) Year Contract

- **Must have completed level III ACCA or BS Finance & Accounting**
- **Excellent computer skills**
- **Attention to details a must**
- **Ability to multitask and meet deadlines**
- **Minimum of 10 years relevant experience in an Accounting environment**

**APPLY NOW**

#14 Rookery Nook, Maraval

Please send your CV & Portfolio  
[info@guardsmantt.com](mailto:info@guardsmantt.com)

746-1992

 

18. Heavy T Driver Required at Motor City

## Heavy T Driver Required at Motor City

We are hiring ☐☐ Heavy T Driver Required

WhatsApp 471-2100 for details

[\[View file #4507 online\]](#)



**MOTOR CITY LTD**  
Everything tint, everything graphix!



**WE ARE  
HIRING  
DRIVER**

- Must have Heavy-T license.
- Demonstrate product knowledge to new customers, assisting with ordering print or tint types best suited for the customer.
- Plan and organize personal sales strategies for maximizing sales.

Applicants are invited to submit applications to:  
Whatsapp  (868) 471-2100

19. IRP is looking for a Customer Service Representative.

## IRP is looking for a Customer Service Representative.

☐☐Were Hiring☐☐

IRP is looking for a Customer Service Representative.

Please feel free to send your CVs to [hrofficer@irpltd.com](mailto:hrofficer@irpltd.com) or call 868-674-0693/4 for more information.

[\[View file #4509 online\]](#)



## WE'RE HIRING!

### POSITION AVAILABLE

#### CUSTOMER SERVICE REPRESENTATIVE

##### Position Overview

This position will act as a liaison between customers and the Company and will be responsible for providing quality, professional and excellent service in a timely manner. The position will be required to resolve any problems with accuracy and efficiency.

##### RESPONSIBILITIES

- Deal with customers from point of contact to end of transaction.
- Complete quotations in a timely manner.
- Provide timely quotations with accurate descriptions and pricing information on SAGE software.
- Convert quotations to sales orders when PO is received.
- Convert sales orders to invoices in a timely manner.
- Issue picking sheets to warehouse to retrieve items.
- Complete foreign and local purchase requisitions and re-order reports for items required to fulfill orders.
- Complete estimated costing for goods shipped from suppliers.
- Monitor master orders and contracts to ensure proper tracking and execution.
- Update open sales order reports weekly.
- Prepare monthly projections for customers.
- Update customers on outstanding purchase orders.
- Any other related duties as required by the job function.

##### REQUIRED EDUCATION:

- Minimum of 3 O'level passes including Mathematics & English.
- Associate degree or higher in Business Administration or similar field from a recognized institution.
- Certificate in Customer Service.
- Certificate in Procurement & Supply would be an asset.

##### REQUIRED EXPERIENCE

- Minimum 2 years' relevant work experience in a similar position.
- Proficient in Microsoft Office
- Training in logistics/supply chain and/or accounting software
- Ability to multitask and prioritise tasks. Excellent time management skills.
- Experience working in a fast pace, dynamic environment.
- Team-oriented with good interpersonal skills. Communicates well across all levels.

**APPLY TODAY**



[hrofficer@irpltd.com](mailto:hrofficer@irpltd.com)



**868 674 0693/4**

20. Machinist wanted at Auto 8 Car Care Centre - San Juan

## Machinist wanted at Auto 8 Car Care Centre - San Juan

Employer/ Facebook page: Auto 8 Car Care Centre  
Location: San Juan

Job opportunity: Machinist (5 years experience)

Email resumes to [info@auto-8.com](mailto:info@auto-8.com)

[\[View file #4510 online\]](#)



**WE ARE  
HIRING!**

**OPEN  
POSITIONS:**

- **MACHINIST**  
email us your cv at  
[info@auto-8.com](mailto:info@auto-8.com)

**Auto 8**

21. Pharmacy Technicians for our Long Circular Mall Pennywise Branch!

## Pharmacy Technicians for our Long Circular Mall Pennywise Branch!

Vacancy Notice!

We're hiring Pharmacy Technicians for our Long Circular Mall Branch!

Interested persons can drop off their resumes at our LCM branch!

[\[View file #4514 online\]](#)



 **PENNYWISE**  
COSMETICS LIMITED

WE'RE HIRING  
**PHARMACY  
TECHNICIANS**  
LONG CIRCULAR  
MALL BRANCH

- **MINIMUM FOUR(4) YEARS  
EXPERIENCE.**

INTERESTED  
PERSONS CAN  
DROP OFF THEIR  
RESUMES AT THE  
**LCM BRANCH.**

22. Project Sales Representative

## **Project Sales Representative**

Are you a self-motivated, vibrant go-getter? Do you have excellent customer relations skills?

Then you might be the Sales Representative we're looking for!

Ideal candidates would have Sales Experience, Sound Time Management Skills and a Vehicle.

Candidates should be Tech-Savvy, Customer Focused, Accountable and Reliable.

Please email resume to [office@caribbeanledsolutions.com](mailto:office@caribbeanledsolutions.com)

[\[View file #4515 online\]](#)



Are You A Self-Motivated Vibrant Go-Getter?

**PROJECT SALES**  
**REPRESENTATIVE**

LED Lighting Installations

**Join Our Team!**

See Caption For More Information



23. Store Manager opportunity in Carapichaima

## Store Manager opportunity in Carapichaima

Store Manager opportunity in Carapichaima  
[\[View file #4516 online\]](#)



**Caribbean Resourcing Solutions**

# STORE MANAGER



- Minimum of 5 CXC/ GCE O'Levels.
- Previous work experience is an asset.
- Knowledge of food safety laws will be considered an asset.
- Must have good communication skills.
- Knowledge of Microsoft Office required.

**APPLY ON**  
**[WWW.CRSRECRUITMENT.CO.TT/JOBS/](http://WWW.CRSRECRUITMENT.CO.TT/JOBS/)**

## 24. Supervisors Wanted at The Avenue Pub House

### **Supervisors Wanted at The Avenue Pub House**

Supervisors!

We are looking for you

Become part of the Avenue team by sending your resume to [pubhouse73@gmail.com](mailto:pubhouse73@gmail.com) by September 19th 2022

Successful candidates will be contacted.

Resumes sent via social media will not be accepted

[\[View file #4517 online\]](#)

Hey, we're

**Hiring**

**Supervisors**

Must have 2+ years work experience in a similar capacity  
Must be self-motivated and able to work with little supervision  
Must be able to work as part of a team  
Must be able to work Shifts, Holidays

**APPLY NOW!**

Send your latest resume to our e-mail:  
**pubhouse73@gmail.com**



## 25. Web Content Operator Vacancy

### **Web Content Operator Vacancy**

Requirements for Position:

Experience with ecommerce platforms such as Big Commerce, Magento, Shopify or WordPress will be an asset.

- Hands on experience working with MS Office and proficient in the use of MS Excel formulas and macros
- Knowledge of SEO and metrics for web traffic
- Excellent writing skills in English
- Attention to detail
- Good Organizational and time management skills
- Diploma in Information technology

\*Please note this is an instore position\*

Resumes can be sent to [info@belairstore.com](mailto:info@belairstore.com)

[\[View file #4518 online\]](#)

**BEL AIR**  
SUPERSTORE

# We are Hiring!

Website Content Operator



**Apply now!**

Previous experience with ecommerce platforms such as Big Commerce, Magento, Shopify or WordPress will be an asset.

**For more info:**  
658-3545/ 658-0191/  
385-2395

**Send your resume to:**  
[info@belairstore.com](mailto:info@belairstore.com)

26. Health Store is seeking workers Send resume

## **Health Store is seeking workers Send resume**

Send resume to [bhealthyway@gmail.com](mailto:bhealthyway@gmail.com)

[\[View file #4525 online\]](#)

*Health Store*

**HIRING!**

Are you excellent at  
customer experience?

Are you enthusiastic  
about natural health &  
wellness?

**Come join our team**

**SEND YOUR RESUME**





27. Banking - Credit Union Worker wanted

## **Banking - Credit Union Worker wanted**

Seeking a mature individual with Banking / Credit Union experience and competent with Cumme Software. The individual must be customer oriented, good marketing/ sales and lending skills. Having their own vehicle will be an asset. The position will be based in the west and will initially be on a part time basis. Persons meeting the requirements may submit their resumes to [rseusaran@yahoo.com](mailto:rseusaran@yahoo.com)  
[\[View file #4599 online\]](#)

Seeking a mature individual with Banking / Credit Union experience and competent with Cumme Software. The individual must be customer oriented, good marketing/ sales and lending skills. Having their own vehicle will be an asset. The position will be based in the west and will initially be on a part time basis. Persons meeting the requirements may submit their resumes to [rseusaran@yahoo.com](mailto:rseusaran@yahoo.com)

28. Caribbean Online Tutors Wanted

## **Caribbean Online Tutors Wanted**

Good day. We are looking for Economic tutor for CXC and CAPE

WhatsApp us at 716-6144

Or email us at [caribbean.online.tutors@gmail.com](mailto:caribbean.online.tutors@gmail.com)

[\[View file #4600 online\]](#)

# Caribbean Online Tutors

---

**There is a vacancy  
for an Economics  
Tutor for CXC and  
CAPE**

Contact

(868)716-6144

[caribbean.online.tutors@gmail.com](mailto:caribbean.online.tutors@gmail.com)

29. POA Teacher Waned in Couva

## POA Teacher Waned in Couva

POA Teacher Waned in Couva  
[\[View file #4601 online\]](#)

**BAHALL'S  
LESSONS CENTRE**

# JOB VACANCY

**CSEC P.O.A TEACHER  
(PART-TIME)**

**LOCATION:**  
#59 Calcutta Road #3,  
Mc Bean Couva

**PHYSICAL  
CLASSES**

**Call/WhatsApp:**  
749 - 8902  
239 - 5133

**Email:**  
[bahallslessonscentre@gmail.com](mailto:bahallslessonscentre@gmail.com)

