

16th of October 2022 Trinidad and Tobago Vacancies Table Of Content

1. Administrative - Sales Representative. in Port Of Spain	3
2. Cashier Vacancy at Ink Stop	4
3. Port Of Spain Job Fair for Drivers and Loaders	5
4. RC entreprice has 6 Vacancies in a wide range of industries	6
5. ACCESSORY TECHNICIAN VACANCY	7
6. Workers needed for Home Mart True Value	8
7. Worker wanted for a preschool and daycare must live in the Curepe area	9
8. Company seeks experienced promoter to visit massy stores to promote healthy organic products.	10
9. SALES POSITION-FOOD&BEV INDUSTRY	11
10. Looking for class 4 heavy t driver from chaguanas area.	12
11. MALE SECURITY OFFICERS Wanted	13
12. Straightener needed immediately	14
13. Buckmire's Academy is currently seeking tutors for both primary and secondary levels.	15
14. I have a small concreted spot available for rent, perfect to sell doubles..	16
15. CSR - Safran Patisserie	17
16. Customer Support Associate	19
17. Prime Time Advertising is looking for a Graphic Designer	21
18. Looking for a the following positions to be filled 1. Cook 2. Cashier,/CSR 3. Baker	22
19. CSR and Drivers Wanted.	23
20. Nedco Training - Managing Staff in The Hybrid World of Work	24
21. Admin Assistant Vacancy in St James	26
22. Assistant Cook Wanted at Supermarket	27
23. Bar Worker Wanted	28
24. Care Wash Attendant Wanted	29
25. Cashier Needed	30
26. ECCE certified workers wantedin Curepe	31
27. Administrative Assistant - KIND	32
28. Insurance Sales Persons	34
29. Accounting Administrative Assistant	36
30. Host/Hostess: The Belgroves Group of Companies (Trincity and San Fernando)	38
31. Human Resource Officer (East Trinidad)	40
32. Operations Manager - Belgroves Group of Companies	42
33. Merchandisers Wanted	45

34. Taxi (H) Car available for Work & Keep.Free Wifi.	47
35. Automotive Technician Vacancy	48
36. Starbucks Baristas and Management wanted in ☐☐Brentwood ☐☐O'Meara ☐☐Aranguéz.	50
37. Janitor Vacancy	51
38. Line Cooks - Waiters and Waitresses Wanted	52
39. Marketing Manager Wanted at The Meena House	53
40. Nail Tech Wanted	54
41. Online Math Tutor needed	55
42. Safety Officer Vacancy	56
43. Secretary - Funeral Directory Vacancy	57

1. Administrative - Sales Representative. in Port Of Spain

Administrative - Sales Representative. in Port Of Spain

Administrative - Sales Representative. in Port Of Spain
[\[View file #5878 online\]](#)



**WE ARE
LOOKING FOR
ADMINISTRATIVE / SALES REPRESENTATIVE**

**MONTRICHARD
MAD
for you!
EXERCISE EQUIPMENT**

QUALIFICATIONS :

- Female Between the ages of 25-35
- Computer Literate
- Applicants must be from the POS and Environs area.
- Establishment is in Port of Spain

CONTACT US @ : 625-1411 OR 625-1934



2. Cashier Vacancy at Ink Stop

Cashier Vacancy at Ink Stop

Cashier Vacancy at Ink Stop

[\[View file #5879 online\]](#)

The advertisement features the Ink Stop logo at the top, which includes the word 'ink' in a white script font above 'STOP' in a bold, multi-colored block font, with 'SCHOOL · HOME · OFFICE' written below. The main text 'WE'RE HIRING' is prominently displayed in large, colorful, outlined letters. Below this, a dark blue box contains the text 'JOIN OUR TEAM'. The job title 'CASHIER' is written in a white box with a dark blue border. A list of requirements follows, and the 'INTERESTED?' section provides contact information and instructions for applying.

ink
STOP
SCHOOL · HOME · OFFICE

**WE'RE
HIRING**

JOIN OUR TEAM

CASHIER

- Work experience as a Retail Cashier or in a similar role in sales is an asset
- Must be willing to stand for extended durations of time and be able to work in a fast-paced environment
- Must possess excellent customer service skills

INTERESTED?

Email your resume to: sales@inkstop.co.tt
Include the position and name of applicant in email
"Cashier : YOUR NAME"

3. Port Of Spain Job Fair for Drivers and Loaders

Port Of Spain Job Fair for Drivers and Loaders

Port Of Spain Job Fair for Drivers and Loaders

[\[View file #5880 online\]](#)A promotional poster for a job fair. At the top left is the 'ansa motors' logo. The main title 'JOB FAIR' is in large yellow letters on a dark blue background, with '2022 DRIVERS & LOADERS' below it in white. The requirements are split into two columns: 'DRIVER' and 'LOADER'. The driver requirements are 'Minimum 3 CXC Subjects' and 'Valid Class 4 License Permit'. The loader requirements are 'Minimum 3 CXC Subjects' and 'Ability to lift over 50 lbs.'. The date '18TH OCTOBER 2022' is in a blue box, and the time '9:00 AM - 12:00 PM' and location 'FORD BUILDING - 17-23 Charles Street, Port of Spain' are in a white box with a blue border. An 'IMPORTANT:' section at the bottom lists: 'DRESS PROFESSIONALLY', 'CANDIDATES WHO DO NOT MEET THE REQUIREMENTS WILL NOT BE INTERVIEWED', and 'ONCE SELECTED YOU WILL BE SUBJECT TO A BACKGROUND CHECK'. The background shows a car show with various vehicles.

4. RC entreprice has 6 Vacancies in a wide range of industries

RC entreprice has 6 Vacancies in a wide range of industries

RC entreprice has 6 Vacancies in a wide range of industries

[\[View file #5881 online\]](#)

R&C ENTERPRISES LIMITED

VACANCY FOR

- **Flexographic Printing Press Operators**
- **Mechanical/ Electrical Technicians**
 - **Production Workers**
 - **Machine Operators**

**FOR PERMANENT EMPLOYMENT
NEGOTIABLE SALARY**

Apply to email: racelttvacancy@gmail.com

5. ACCESSORY TECHNICIAN VACANCY

ACCESSORY TECHNICIAN VACANCY

ACCESSORY TECHNICIAN VACANCY

THE HANDYMAN STORE is interested in an Accessory Technician , specializes in automotive 12 Volt Electronics installations, Knowledge of Detailing and Coatings, and installation of most automotive accessories

Candidates should have 2 years of minimum experience in the 12-volt electronics installation field in a shop environment. We are offering benefits to include:

Paid vacation

Very competitive base salary

Commission based incentives

All ideal candidates must pass a background check, hold a valid driver's license, and be fully compliant to legally work in the country. Base pay (Against commissions) is based on your experience.

Responsibilities:

Installation of vehicle batteries

Installation of seat covers

Knowledge of car audio systems, amps, speakers, car alarms, remotes starts and led lighting options, backup cameras and dash cameras

Fully understand wiring diagrams

Possess troubleshooting experience

Be able to provide advice and guide the customer and sales associate in making correct decisions etc

Qualifications:

5 CXC passes including Mathematics and English.

Technician Diploma.

Candidates should have 2 years of minimum experience in the automotive 12-volt installation field

Knowledge of viper remote starts and car alarm products is a plus

Enjoys working in a team environment and collaborating on best practices for outstanding customer satisfaction

Please send C.V to

Wazco868@gmail.com

Or Hand deliver C. V in store.

[\[View file #5888 online\]](#)



VacancyAd.com/tt

Trinidad and Tobago

6. Workers needed for Home Mart True Value

Workers needed for Home Mart True Value

Workers needed for Home Mart True Value

San Juan

25 years and over

Send resume to 299-2780

SERIOUS INQUIRIES ONLY.....

[\[View file #5882 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

7. Worker wanted for a preschool and daycare must live in the Curepe area

Worker wanted for a preschool and daycare must live in the Curepe area

Worker wanted for a preschool and daycare must live in the Curepe area. Contact 770-6971 more information.

[\[View file #5883 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

8. Company seeks experienced promoter to visit massy stores to promote healthy organic products.

Company seeks experienced promoter to visit massy stores to promote healthy organic products.

Company seeks experienced promoter to visit massy stores to promote healthy organic products. Must be able to communicate well, be friendly, target driven & persuasive.\$1500 per week.484-2829.

[\[View file #5884 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

9. SALES POSITION-FOOD&BEV INDUSTRY

SALES POSITION-FOOD&BEV INDUSTRY

SALES POSITION-FOOD&BEV INDUSTRY

This position is suitable for a candidate who must have experience driving manual vehicles

*Honest, Punctual, Persons with Integrity, and Customer Orientation ONLY will be accepted for this position

*MUST be clean, tidy and professional

*Salary will be commensurate with experience and commitment to job as it is target and commission driven

*only inbox if you have fulfilled ALL criteria and are able to perform all duties and responsibilities.

NOTE:

Proven work experience as a sales representative

The ability to build productive business professional relationships

Highly motivated and target driven with a proven track record in sales

Excellent selling, communication and negotiation skills

Prioritizing, time management and organizational skills

Relationship management skills and openness to feedback

inbox or email resume to:

supreme.innovations868@gmail.com

[\[View file #5885 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

10. Looking for class 4 heavy t driver from chaguanas area.

Looking for class 4 heavy t driver from chaguanas area.

Looking for class 4 heavy t driver from chaguanas area.

Must have 3 years + driving experience.

Call 3837123 for more info

[\[View file #5886 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

11. MALE SECURITY OFFICERS Wanted

MALE SECURITY OFFICERS Wanted

VACANCIES!!!!!!

MALE SECURITY OFFICERS.

Call 653 8346 / 387 0926

Email : securityforce_97@live.com

Or Visit Office- #7 Ruth Avenue, San Fernando during the hours of 9am to 2pm.

[\[View file #5887 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

12. Straightener needed immediately

Straightener needed immediately

Straightener needed immediately serious enquiry only call 689-5730 or 478-5732

[\[View file #5889 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

13. Buckmire's Academy is currently seeking tutors for both primary and secondary levels.

Buckmire's Academy is currently seeking tutors for both primary and secondary levels.

Buckmire's Academy is currently seeking tutors for both primary and secondary levels. Must be reliable, dependable and able to work with minimum supervision. Tutors must be interested in the development of others, passionate about sharing information, have a personal desire for growth. Tutors must be able to teach at least 2-3 subjects at Primary/ Secondary levels. Please inbox or call 294-0552 if interested.

[\[View file #5890 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

14. I have a small concreted spot available for rent, perfect to sell doubles..

I have a small concreted spot available for rent, perfect to sell doubles..

Good day I have a small concreted spot available for rent, perfect to sell doubles..

LOCATED in bridal road cunupia... Please contact 348 9298 for more information

[\[View file #5891 online\]](#)



VacancyAd.com/tt

Trinidad and Tobago

15. CSR - Safran Patisserie

CSR - Safran Patisserie

CSR - Safran Patisserie

Office Gems is facilitating the recruitment of a CUSTOMER SERVICE REPRESENTATIVE for Safran Patisserie in Chaguanas. Is that you?

Please note that our client requests proof of COVID-19 vaccination for all new employees, unless he/she is deemed medically unfit to receive the vaccine.

The duties of this CSR include but are not limited to:

Ensuring that all Patisserie customers have a seamless and high-quality experience.

Serving customers, cashing out their orders and clearing tables (when in-house dining resumes),

Taking walk-in, online and telephone orders and liaising with the respective team members to ensure they are ready on time.

Resolving any customer service concerns or complaints.

Adhering to health and safety requirements, including food hygiene regulations and the existing COVID-19 Guidelines.

Requirements:

Minimum five (5) CXC/CSEC/O'Level subjects, including English Language

At least two (2) years' working experience in a similar position.

A certificate in Food Service or a similar area from a recognised institution will be an asset.

Certification in Customer Service will be an asset

100% committed to the job

Willing to learn and adapt to the job

Desirable Traits and Qualities:

A friendly, enthusiastic personality

Well spoken

Service oriented. Hospitable with good customer service skills. Adept at handling customer conflicts

Comfortable meeting and greeting new people

Able to multi-task with ease

Team player

Smart, able and willing to learn

Works well under pressure

Physically able to move swiftly for the fast-paced job

Neat and tidy appearance

If you are interested, please click here to complete our online application form. If you meet the criteria, we will contact you further.

Kindly do so on or before October 14, 2022,

OFFICE GEMS WILL ONLY BE ACKNOWLEDGING RECEIPT OF APPLICATIONS THAT MEET THE CRITERIA FOR THIS POSITION.

[\[View file #5892 online\]](#)



VacancyAd.com/tt

Trinidad and Tobago

16. Customer Support Associate

Customer Support Associate

Office Gems is facilitating the recruitment of a CUSTOMER SUPPORT ASSOCIATE for one of our retail clients based on Central Trinidad (Cunupia).

Do you have a sound educational background?

Do you have excellent interpersonal skills to deal with customers?

Are you dynamic and energetic?

Are you able to think on your feet?

Are you trustworthy?

Are you responsible and serious about working?

THEN THIS MAY BE THE JOB FOR YOU!

Duties:

The Customer Support Associate will be required to:

Support the efficient running of the establishment by ensuring that all customers are attended to and leave satisfied.

Attend to customer contacts made via various communication channels.

Provide basic technical advice to customers with respect to the purchase and use of electronic devices such as mobile phones, tablets and computers.

Develop and maintain an in-depth and comprehensive knowledge of all products, services and process requirements.

Complete all realized sales opportunities and receive all required customer and/or payment information as appropriate.

Present customer-focused solutions in a both timely and positive manner so as to address, influence and resolve customer needs to their satisfaction.

Maintain and manage customers' records.

Requirements:

A DEGREE or DIPLOMA in Business Administration, Business Management or a related field.

A minimum of 5 CXC/CSEC subjects, Mathematics and English Language are compulsory.

At least five (5) years' Customer Service experience preferably in the retail industry.

Must be Computer Literate

Must be tech savvy - being familiar with popular digital devices.

Outstanding interpersonal skills.

Excellent communication and written skills.

Ability to build, develop, motivate and work in teams and field sales.

Ability to maintain and inform customers of billing cycles and payments.

Ability to observe and maintain confidentiality in the performance of duties.

Must possess a current Police Certificate of Good Character

Working Hours are: Mondays to Fridays - 9:30 am to 5:00 pm and Saturdays 10:00 am to 3:00 pm

If you are interested, please click [here](#) to complete an online screening form. If you meet the criteria for the position, we will contact you with more details.

Kindly do so by Friday October 28, 2022.

[\[View file #5893 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

17. Prime Time Advertising is looking for a Graphic Designer

Prime Time Advertising is looking for a Graphic Designer

Prime Time Advertising is looking for a Graphic Designer. Salary based on experience. Just sharing incase if anyone is interested.

Once all goes well with interview, employment can start month end.

Please call 277-4782 for more information.

[\[View file #5894 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

18. Looking for a the following positions to be filled 1. Cook 2. Cashier,/CSR 3. Baker

Looking for a the following positions to be filled 1. Cook 2. Cashier,/CSR 3. Baker

Looking for a the following positions to be filled

1. Cook
2. Cashier,/CSR
3. Baker

Please call 4893287 for further information.

Location lower Saddle road Santa Cruz

[\[View file #5895 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

19. CSR and Drivers Wanted.

CSR and Drivers Wanted.

CSR and Drivers Wanted. Send resumes to fit4youemploymentapplications@gmail.com
[\[View file #5896 online\]](#)



JOIN OUR TEAM
WE ARE HIRING!

FitForYou Clothing

JOB OPENINGS INCLUDE:

- Sales Representative
- Delivery Driver
- Social Media Manager

Send resumes to
fit4youemploymentapplications@gmail.com

FB/IG: fit4youclothing
Location: #293 Mission Road
Freeport

The advertisement features a cartoon illustration of a man in a white shirt and red tie, holding a red folder and pointing towards the hiring announcement. A brown briefcase sits on the ground next to him. The background is a vibrant mix of yellow, orange, and teal.

20. Nedco Training - Managing Staff in The Hybrid World of Work

Nedco Training - Managing Staff in The Hybrid World of Work

The Objective of this course is to expose participants to the techniques and strategies needed to effectively manage staff in both the physical and virtual work environment

This training will assist micro and small enterprises in being able to:

- Understand the basics of Interviewing, hiring and retaining the right person for the job
- Understand proper hiring and managing requirements (IR, NIS, PAYE etc.)
- Define a team building strategy that improves productivity of the whole team in the new normal
- Understand the importance of work life balance in both the physical and virtual working environment
- Define and set up a method to track staff activities
- Explain how to communicate effectively with both superiors, peers and subordinates in the new normal

Date: Thursday 20th October 2022 Time: 9:00AM to 2:00PM Cost: \$300.00

VISIT OUR BIO or REGISTER NOW using the link: <https://tinyurl.com/jp29vbhr>

Registration deadline: Wednesday 19th October 2022

Payment must be made to complete registration and reserve your spot. Cost includes training materials and a Certificate of Participation.

For further information,

Visit: www.nedco.gov.tt

Email: training@nedco.gov.tt

Phone: 821-5800 EXT 2063 or 2212

NEDCO - An Agency of the Ministry of Youth Development and National Service

[\[View file #5897 online\]](#)



Government of the Republic of Trinidad and Tobago
Ministry of Youth Development and National Service



Supporting • Sustaining • Succeeding

**ONLINE TRAINING
MANAGING STAFF IN
THE HYBRID WORLD
OF WORK**

**COST:
\$300**

**REGISTER
NOW!!!**

<https://tinyurl.com/jp29vbhr>

DATE:
THURSDAY
20TH OCTOBER 2022

TIME:
9:00AM -2:00PM
REGISTRATION DEADLINE:
WEDNESDAY 19TH OCTOBER 2022

FOR MORE INFORMATION:
Visit: www.nedco.gov.tt
Phone: 821-5800 EXT 2063 OR 2212
Email: training@nedco.gov.tt

21. Admin Assistant Vacancy in St James

Admin Assistant Vacancy in St James

Admin Assistant Vacancy in St James

[\[View file #5898 online\]](#)



**WE'RE
HIRING**

Administrative
Assistant
part-time

St. James
487-3430

Dirty2cleanautodetailing@gmail.com **APPLY NOW**

22. Assistant Cook Wanted at Supermarket

Assistant Cook Wanted at Supermarket

Assistant Cook Wanted at Supermarket
[\[View file #5899 online\]](#)



23. Bar Worker Wanted

Bar Worker Wanted

Bar Worker Wanted

[\[View file #5900 online\]](#)



**We
Are
Hiring**

**BAR
WORKER**

We are looking for a professional, high-energy staff member with excellent communication skills!

Requirements:
Experience in retail/sales
Good customer service skills
Efficient & reliable
3 CXC passes
Must be 21 or over

Send resume to: bevvinf@gmail.com

24. Care Wash Attendant Wanted

Care Wash Attendant Wanted

Care Wash Attendant Wanted
[\[View file #5901 online\]](#)



We're Hiring!
Car Wash Attendant Wanted

REQUIREMENTS:

- Attention detail
- Physical Stamina
- Drivers Lisence is not required but will be an asset.
- Cleaning Experience

Call 487-3430
Location : St. James

25. Cashier Needed

Cashier Needed

Cashier Needed

[\[View file #5902 online\]](#)



VACANCY
CASHIER NEEDED

- **Must have Supermarket Cashing Experience**
- **Must be from the Central Area**

For More Information
Please Contact
331-6652/665-2365



TEE-JAY & SONS LTD

26. ECCE certified workers wanted in Curepe

ECCE certified workers wanted in Curepe

ECCE certified workers wanted in Curepe

[\[View file #5903 online\]](#)



27. Administrative Assistant - KIND

Administrative Assistant - KIND

Administrative Assistant - KIND

Office Gems is facilitating the recruitment of an Administrative Assistant for the NGO Kids In Need of Direction (KIND).

KIND is located on the Eastern Main Road, Laventille.

The ideal candidate should possess strong administrative skills and also have a positive and professional attitude. Is that you?

Your duties will include but are not limited to:

Performing front desk/receptionist duties such as answering the telephone.

Managing incoming/ outgoing mail.

Maintaining the NGO's records management system.

Performing other office-related duties such as photocopying and maintaining visitor logs.

Maintaining the NGO's inventory system.

Ensuring all office equipment is regularly serviced.

Providing hospitality services to visitors and staff.

Welcoming volunteers and assisting in the management of their services.

Performing bank deposits, bill payments and other minor office-finance duties.

Managing incoming and outgoing donations of emergency food supplies.

Assisting the Administrative Team Lead in cold calling and sending out emails/ template letters to companies.

Supporting the implementation KIND special projects.

Minimum Experience and Qualifications

At least five (5) CXC/CSEC subjects, two of which must be Mathematics and English Language

Three to five (3 to 5) years' experience in a similar position.

Certification in Administration, Secretarial Skills or related field will be an asset

Proficiency in the use of Microsoft Office suite.

Proficiency in the use of Office 365

Familiarity in using Mail Chimp

A suitable combination of experience and qualifications will be considered.

Key Skills Required / Competencies

Strong time management and organizational skills

Empathy and Understanding

Genuine interest/passion in working with a non-profit organisation

Confidentiality

Efficiency and accuracy

Adaptability & Resourcefulness

Willingness to learn

Team-oriented with positive attitude

Please [CLICK HERE](#) to apply for this position. Kindly do so on or before October 21, 2022.

We will only contact those who meet the criteria for this position.

[\[View file #5904 online\]](#)



28. Insurance Sales Persons

Insurance Sales Persons

<http://officegemstnt.com/insurance-sales-person.html>

Office Gems is facilitating the recruitment of Insurance Sales Persons for an International Insurance Company.

Training will be provided.

Duties/Responsibilities

The duties of the of the Insurance Sales Persons will be to:

Develop and maintain a client base.

Seek new prospects via referrals, direct mail, social media and other methods.

Consult with clients and prospective clients to assess clients needs, budgets, financial planning and other relevant details.

Complete applications and other necessary work.

Deliver policy documents.

Follow up with clients on a periodic basis.

Perform other related duties as assigned.

Required Skills

Excellent verbal and written communication skills.

Ability to clearly explain complex insurance documents.

Ability to provide comfort to clients.

Trainable.

Must be able to pass exams.

Qualifications

Minimum five (5) CXC/CSEC passes, CAPE or Bachelors Degree.

Sales experience and/or training will be an asset.

Work experience in a customer-oriented environment will be an asset.

Rewards

The ability to grow in the industry.

No ceiling on income.

Promotions according to individuals performance.

CLICK here to fill out our online screening form to be considered for this position. Please do so on or before October 21st.

Kindly note we will only be contacting those who meet the criteria for this position.

[\[View file #5905 online\]](#)



VacancyAd.com/tt

Trinidad and Tobago

29. Accounting Administrative Assistant

Accounting Administrative Assistant

Accounting Administrative Assistant

Office Gems is facilitating the recruitment of an ACCOUNTING ADMINISTRATIVE ASSISTANT for R&C Enterprises, a manufacturing and distribution company in Central Trinidad.

The Accounting Administrative Assistant will be responsible for providing administrative and basic accounting support to Managers and for facilitating the decision-making process and the implementation of such decisions.

The Accounting Administrative Assistant will be required to:

Provide administrative support to Chairman and Managers.

Schedule, plan, coordinate and attend meetings identified by the Managers including taking minutes and issuing action sheets.

Provide administrative and technical support and facilitate the dissemination of information by drafting correspondence, documents and reports.

Review documents submitted to the Managers and take any action within his/her scope of authority.

Scrutinize documents issued by the Managers to ensure they meet acceptable standards.

Ensure that information sent from and received by his/her office is properly secured by means of an appropriate and confidential records management system.

Assist with costing and departmental budgets.

Manage petty cash

Assist with Receivables and Payables

Assist with preparation of weekly and monthly payroll

Prepare monthly statutory payments

Prepare monthly attendance reports

Prepare monthly wages and salaries analysis reports

Support the company's Health and Safety and OSHA strategies

Assist in stock taking and inventory reconciliation.

Perform other related duties that maybe required by the appropriate authority

Qualifications, Experience and Attributes

At least a diploma in administration or accounting.

Minimum of five (5) CSEC/CXC/O'Level subjects, two of which must be Mathematics and English Language.

At least three (3) years' experience in a similar position.

Must have a working knowledge of accounting software, preferably QuickBooks.

Must be proficient in Microsoft Word and Excel.

Should be fast and accurate in the performance of your duties, always paying attention to details.

Excellent organizational and time management skills.

A suitable combination of qualifications and skills will also be considered for this position.

[CLICK here](#) to apply for this position. Kindly do so on or before October 14, 2022.

We will contact you further if you meet the criteria.

Thank you.

[\[View file #5906 online\]](#)



VacancyAd.com/tt

Trinidad and Tobago

30. Host/Hostess: The Belgroves Group of Companies (Trincity and San Fernando)

Host/Hostess: The Belgroves Group of Companies (Trincity and San Fernando)

Host/Hostess: The Belgroves Group of Companies (Trincity and San Fernando)

Office Gems is facilitating the recruitment of HOSTS/HOSTESSES for the Belgroves Group of Companies. One will be assigned to Belgroves' TRINCITY Branch and the other to their SAN FERNANDO Branch.

Please note that our client requests proof of COVID-19 vaccination for all new employees, unless he/she is deemed medically unfit to receive the vaccine.

The Host is generally accountable for ensuring the internal areas of the facility are ready prior to the start of a funeral, viewing, inurnment, internment, memorial service or any other type of service and attends to the needs of the family and other attendees by providing high quality service during their presence on the compound.

Principal Accountabilities

Assist with the maintenance of the health and sanitization protocols.

Greet personnel (clients & visitors) at the door, find out what their needs are, escort them to the receptionist area or the waiting room.

Greet and escort persons attending funerals from the front door to the prayer room door.

Serve refreshments to clients upon entry and as needed.

Ensure that the kitchen is stocked with water and other required items.

Prepare the chapel for service by reviewing the relevant forms and checklists for every funeral and ensuring that all items are completed at least one (1) hour prior to the start of the funeral.

Oversee the duties of the Cleaners to ensure the Chapels, Bathrooms and Waiting Areas are cleaned and ready for service.

Attend to clients and guests at both internal and external funerals by being present at the funeral for the entire duration of the service at least one (1) hour prior to the start of the service and until the last guest leaves.

Attend to the needs of the Officiant upon his arrival and during the service.

Attend to the needs of the Choir, Organist or other Musicians or participants in the service.

Operate all audio-visual equipment in the chapel during funeral services.

Provide full support to the Event Planner throughout the service and remains in the Prayer Room for the entire process.

Secure the chapel and equipment after the service by shutting down all equipment, locking equipment cabinet, securing all external doors and returning keys to the Team Leaders.

Support the development and maintenance of a team environment by performing other related duties.

Experience, Knowledge, Skills and Abilities

Three (3) O' Levels or Secondary School passes two (2) of which must be English Language and Mathematics

Valid Driver's Permit for at least three (3) years Experience

At least three (3) years' experience in the service industry

Strong communication skills (written and verbal)

Good interpersonal skills

Ability to listen empathically
High emotional intelligence
An honest and highly confidential disposition

CLICK HERE to complete our online screening form to be considered for this position. Kindly do so on or before October 14, 2022.

Kindly note that we will only be contacting those who meet the criteria for the position.

[\[View file #5907 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

31. Human Resource Officer (East Trinidad)

Human Resource Officer (East Trinidad)

Office Gems is facilitating the recruitment of a HUMAN RESOURCE OFFICER for a retail and distribution company in East Trinidad.

The Human Resources Officer supports the Management Team by being reliable, consistent and dependable in strengthening the Company's protocols and processes for achievement of best practice standards while ensuring acceptable Industrial Relations Practices.

He/she will report to the General Manager.

The incumbent is expected to lead/pursue Best Practice Human Resource initiatives that will provide an employee-oriented, high value performance culture that emphasizes empowerment, quality, productivity and value added goal attainment, as well as the recruitment and on-going development of a superior workforce.

The Human Resource Officer will be expected to perform duties related to the following areas:

- Recruitment and Selection of Staff, including Onboarding of New Staff.
- Performance Management and Improvement Systems/Programmes
- Employee Relations
- Ongoing Employee Training and Development
- Compensation and Benefits Administration
- Organizational and Space Planning
- Policy Development and Documentation
- Health, Safety and Environment Issues
- Industrial Relations
- Preparation and submission of Reports as directed by Management
- Involvement in Special Projects and Events.

Qualifications & Experience

- Bachelor's degree in Management Studies/Human Resource Management
- A minimum of two (2) years' related experience in the HR field
- Proficient with Microsoft Office applications and Human Resources Management Systems
- Working Knowledge of Labour Laws and acceptable Industrial Relations Practices

Key Competencies

- Strong negotiating skills
- Good organizational skills
- Good analytical skills
- Strong presentation skills
- Strong competitive spirit
- Trustworthy and confidential
- Conflict Resolution Skills

A suitable combination of qualifications and skills will also be considered for this position.

[CLICK HERE](#) to complete our online application form. Please do so on or before October 7, 2022.

Kindly note that we will only be contacting those who meet the criteria for this position.

[\[View file #5908 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

32. Operations Manager - Belgroves Group of Companies

Operations Manager - Belgroves Group of Companies

Office Gems is facilitating the recruitment of an Operations Manager for the Belgroves Group of Companies (this position will be based in San Fernando).

Interested persons are asked to submit their applications to jobs@officegemstnt.com on or before October 21, 2022 with the subject "Operations Manager - Belgroves".

Please note that our client requests proof of COVID-19 vaccination for all new employees, unless he/she is deemed medically unfit to receive the vaccine.

At Belgroves Funeral Home Limited, they owe their success to the efficiency of organizational processes and their people. To help maintain and grow these standards, they are seeking an experienced Operations Manager to oversee daily activities.

The ideal candidate for the Operations Manager position is open minded, adaptable to change, performance driven problem solver who thrives on responsibility and exceeding expectations and has a proven record of producing and exceeding results. Additionally, you will be able to maintain an environment of trust, diversity, and inclusion within your team.

All activities must be geared towards maintaining the highest level of service to both internal and external stakeholders and must conform to Internal Auditing standards and guidelines and to all legal, statutory, and regulatory requirements.

Duties & Responsibilities:

The duties and responsibilities of the Operations Manager include but are not limited to:

Effectively managing operations strategies to retain current customers and grow market share.

Managing the day-to-day relationships with key partners to ensure quality service delivery

Overseeing operational systems, processes and infrastructure while looking for opportunities of improvement or revision

Anticipating and tracking operational and tactical risks and providing strategic solutions

Managing day to day business of the Operations Department while balancing the responsibilities of various business lines such as business analysis, vendor, and risk management

Growing the efficiency of existing organizational processes and procedures to enhance and sustain the organization's internal capacity

Addressing operational concerns and issues, monitoring overall customer satisfaction

Working with the Sales teams to help set and meet daily and quarterly goals

Ensuring the achievement of the Key Performance Indicators of the company by providing inputs for the development of an annual budget, scheduling expenditure, analyzing, and reporting on variances and implementing corrective action

Managing timely data collection to update operations metrics to achieve productivity targets, reduce cost per unit, eliminate errors, and deliver excellent customer service Identifying trends and assessing opportunities to improve processes and execution of the operations

Developing and implement operational procedures and policies Developing, implementing, and

maintaining quality assurance protocols to manage performance standards
Using the systems and processes in place to provide timely and accurate reporting, update and manage client database in collaboration with Marketing, track and maintain devices deployed in the field.

Working closely with the management team to ensure all operational, administrative, and compliance functions are being properly executed in accordance with regulatory-based best practices

Clearly defining and communicating Operation's objectives to all members of the department

Leading the operations team including but not limited to training, coaching, planning, evaluating, rewarding, disciplining, and overseeing employee relations for the company

Developing, implementing, and reviewing operational policies and procedures

Conducting performance reviews of all direct reports, provide feedback and implement measures to improve performance

Observing all company policies, procedures, and business ethics codes and ensure that they are communicated to and implemented within the team

Fostering a performance driven work environment by developing and implementing performance standards to enhance the effectiveness of each employee

Developing and enforcing department SOPs for each work task or process
Developing and managing staff KPIs and conduct with the guidance of the HR Department to ensure set objectives are consistently met by the team

Preparing monthly reports on the operation of the company based on set KPIs

Developing and executing strategic operation plans for the company
Providing a motivating work environment to support the team and other departments where necessary

Maintaining professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies to stay up to date on industry regulations, trends, and technology.

Qualifications

Master's degree in Business Management/ Administration or Operations

Bachelor's Degree in Engineering

Professional certification in Operations Management

Proficient in Microsoft Suite (Word, Excel, Power Point)

Experience

Minimum of five (5) years' proven experience in an Operations Management position

Minimum of three (3) years' proven Management experience.

Knowledge, Skills and Abilities

Extensive experience in managing partner relationships

Strong understanding of customers and market dynamics and requirements

Proven leadership ability to manage and lead a team

Strong Project Management experience

Strong Financial Management experience

Excellent Time Management, Customer Service skills and analytical skills

Must be computer literate and proficient in MS suite

Negotiation and presentation skills

Excellent communication skills (written and oral)

Strong problem-solving skills

Must be able to operate independently and as part of a team while managing several responsibilities

A suitable combination of qualifications and skills will also be considered for this position.

Interested persons are asked to submit their applications to jobs@officegemstnt.com on or before October 21, 2022 with the subject "Operations Manager - Belgroves".

Please provide telephone numbers and email addresses for one (1) personal and two (2) professional references.

Kindly advise of your salary expectations in your cover email.

[\[View file #5909 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

33. Merchandisers Wanted

Merchandisers Wanted

Office Gems is facilitating the recruitment of MERCHANDISERS for a Trade Marketing Company with over 15 years' experience in the Merchandising industry.

These Merchandisers are needed to work in geographic locations across Trinidad and Tobago.

Requirements

A minimum of three (3) CXC O Levels including Mathematics & English Language Merchandising and supermarket experience
Excellent written and oral communication skills
A high level of Customer Service
The ability to work in a Fast Paced Fast Moving Consumer Goods environment
Past merchandising experience would be an asset
Vehicle ownership is an asset

Candidates must have:

An active bank account
NIS and BIR numbers
A smartphone

Working hours are 8:00 am to 4:00 pm daily including Saturdays.

Selected candidates must adhere to the company's dress code (soft pants, polo shirts or short sleeve shirts, black closed toe shoes). Further details will be provided to successful candidates.

CLICK HERE to apply for this position by completing our online application form.

Please note that we will only be contacting persons who meet the criteria for this position.

Thank you

[\[View file #5910 online\]](#)



VacancyAd.com/tt

Trinidad and Tobago

34. Taxi (H) Car available for Work & Keep.Free Wifi.

Taxi (H) Car available for Work & Keep.Free Wifi.

Taxi (H) Car available for Work & Keep.Free Wifi.

\$500 Security Deposit.

Must be over 25 years. Must have Valid Taxi Badge. Call 364-7587

[\[View file #5911 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

35. Automotive Technician Vacancy

Automotive Technician Vacancy

Full-time job

We're accepting applications for an Automotive Technician.

Job brief:

Applicants must be skilled and capable of maintaining and repairing vehicles. They must be able to work with various machines and tools.

Responsibilities:

- 1) Resolve reported problems and resolve them in a timely manner.
- 2) Perform thorough and precise maintenance.
- 3) Replace engines, transmissions, suspension & braking components etc.

Requirements:

- 1) Proven experience as Mechanic.
- 2) Excellent knowledge of engines, suspension and braking systems.
- 3) Ability to follow procedures.
- 4) Very good communication skills and positive attitude toward co-workers and customers.
- 5) Good physical strength.
- 6) Certification from a vocational school or completion of apprenticeship a plus.
- 7) Must have 5 years or more experience
- 8) Valid manual driver's license.
- 9) Certificate of good character.
- 10) Salary Range - 6k to 8k per month

Please email CVs to dandgautott@gmail.com

[\[View file #5912 online\]](#)



VacancyAd.com/tt

Trinidad and Tobago

36. Starbucks Baristas and Management wanted in ☐☐Brentwood ☐☐O'Meara ☐☐Aranguéz

Starbucks Baristas and Management wanted in ☐☐Brentwood ☐☐O'Meara ☐☐Aranguéz

It's a brew-tiful day to become a Starbucks partner (employee).

We are hiring Baristas and Management for the following upcoming locations:

☐☐Brentwood

☐☐O'Meara

☐☐Aranguéz

Please apply via the link:

<https://form.jotform.com/222774815362864>

[\[View file #5914 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

37. Janitor Vacancy

Janitor Vacancy

Janitor Vacancy

[\[View file #5919 online\]](#)



DENNIE'S FUNERAL HOME IS **HIRING**

WANT TO JOIN OUR DYNAMIC TEAM?

JANITOR

- MUST BE ABLE TO LIFT AT LEAST 25LBS.
- MUST BE WELL MANNERED.
- MUST BE ABLE TO WORK INDEPENDENTLY

Submit your Resume:

Email: denniesfuneralhomecareers@gmail.com

Drop -off: Our Headoffice (Lucien Road, Belmont Valley Road, Belmont)

38. Line Cooks - Waiters and Waitresses Wanted

Line Cooks - Waiters and Waitresses Wanted

Line Cooks - Waiters and Waitresses Wanted

[\[View file #5920 online\]](#)



**RHUM
BOX
RESTAURANT**

**WE'RE HIRING!
LINE COOKS
WAITERS
WAITRESSES**

APPLY NOW

rhumboxtt@gmail.com

**Role Details:
Arima Restaurant
Part Time and Full Time
Opportunities**

Two (2) Years Experience AND
References Required
Unsuitable Applications Will Not
Be Acknowledged

**Bienvenidos los Venezolanos
que gusten aplicar**

39. Marketing Manager Wanted at The Meena House

Marketing Manager Wanted at The Meena House

Marketing Manager Wanted at The Meena House

[\[View file #5921 online\]](#)



Join our team

We're hiring a marketing manager

- must have at least 1 year marketing experience
- must have graphic design, photography, videography skills
- must have Bachelor's degree in marketing, communications or any related field
- experience in restaurant marketing would be an asset

Interested persons can send their resume
to reservations@themeenahouse.com

40. Nail Tech Wanted

Nail Tech Wanted

Nail Tech Wanted

[\[View file #5922 online\]](#)



Zeina

JOIN OUR TEAM

SEEKING FOR PROFESSIONAL
NAIL TECHNICIANS

KINDLY SEND ALL CV TO
ZEINASPAA.TT@GMAIL.COM

41. Online Math Tutor needed

Online Math Tutor needed

Online Math Tutor needed
[\[View file #5923 online\]](#)



**WE ARE
HIRING**

JOIN OUR TEAM

Part Time- Online Math Tutor

Requirements:
BSc in Mathematics or Related Field
1-2 Years of Teaching/Tutoring Experience
Familiar with GCSE Math Curriculum
Organised and Detail Oriented
Experience using Zoom

Visit www.limitlesslearningtt.com for a full job description.
Submit your résumé to:

DIRECTOR@LIMITLESSLEARNINGTT.COM

**LIMITLESS
LEARNING TT**

42. Safety Officer Vacancy

Safety Officer Vacancy

Safety Officer Vacancy
[\[View file #5924 online\]](#)

Safety Officer

Job Description

- Compile safety programs.
- Practice safe working techniques.
- Implement and maintain health and safety standards.
- Establish a cordial and professional relationship with employees.
- Maintain compliance with all safety regulations.
- Conduct regular staff meetings to share best practice techniques.
- Standardize health and safety in order to remain consistent.
- Identify hazardous waste and disposing of it correctly.
- Promote safety initiatives.
- Compile and maintain relevant registers to ensure compliance.
- Document staff information, minutes of meetings, and reports compiled for management.
- Regularly inspect equipment.

Safety Officer Requirements:

- A bachelor's degree or an associate degree.
- Valid competency certificates.
- Registration as a Health and Safety Officer.
- Strong communication skills.
- Minimum of 3 years experience in this position.
- Proficient in all Microsoft Applications.

Email Resume to:

maconstaff@gmail.com

Subject Line: Safety Officer Application (Applicant Name)

Contact for more information: 327-9030 or 707-4703



43. Secretary - Funeral Directory Vacancy

Secretary - Funeral Directory Vacancy

Secretary - Funeral Directory Vacancy

[\[View file #5925 online\]](#)



DENNIE'S FUNERAL HOME IS **HIRING**

WANT TO JOIN OUR DYNAMIC TEAM?

SECRETARY/ FUNERAL DIRECTOR

- MUST BE A HOLDER OF A VALID DRIVER'S LICENSE.
- MUST BE WELL MANNERED.
- MUST BE ARTICULATE.
- ADMINISTRATIVE EXPERIENCE WILL BE AN ASSET.

Submit your Resume:

Email: denniesfuneralhomecareers@gmail.com

Drop -off: Our Headoffice (Lucien Road, Belmont Valley Road, Belmont)

