

24th of November 2022 Trinidad and Tobago Vacancies Table Of Content

| | |
|--|----|
| 1. 5 Vacancies at Churches Texas Chicken | 2 |
| 2. Produce Merchanders Wanted | 3 |
| 3. Human Resource Administrative Assistant Vacancy | 4 |
| 4. Accounts Receivable Clerk Vacancy | 6 |
| 5. Administrative Assistant Wanted | 9 |
| 6. Area Managers Wanted - Part 2 | 10 |
| 7. Area Managers Wanted | 11 |
| 8. Bulldozer Operator in Guyana | 12 |
| 9. Businss Operations Assistant I Needed | 14 |
| 10. Cashier wanted in Cunupia | 16 |
| 11. Corporate Trade Marketing Advisor Vacancy | 18 |
| 12. Customer Service Representative Needed | 19 |
| 13. Dental Office Assistant Vacancy | 21 |
| 14. Director, Non Communicable Diseases Vacancy at Ministry of Health | 23 |
| 15. Escavator Operator Wanted in Guyana | 25 |
| 16. Grader Operator wanted in Guyana | 27 |
| 17. Human Resource Administrative Assistant Vacancy | 29 |
| 18. KFC is seeking Delivery drivers, Riders and Team Members in Arouca, Piarco, St Helena and Oropune | 30 |
| 19. Male Drivers needed | 33 |
| 20. Male Security Officers wanted in Port Of Spain | 34 |
| 21. Manager Wanted in El Socorro | 35 |
| 22. Project Engineer Wanted | 37 |
| 23. Quantity Survey Technician Vacancy | 38 |
| 24. Records Management Specialist Vacancy | 40 |
| 25. Roller Operator needed in Guyana | 42 |
| 26. Sales Associate Wanted in San Juan | 43 |
| 27. Sales Coordinator Wanted | 46 |
| 28. Sales Representative Wanted | 49 |
| 29. Supervisor Needed in El Socorro | 52 |
| 30. Team Lead - Sales Vacancies | 54 |
| 31. Victoria Secrets Wants You | 57 |
| 32. Wrought Iron and Light Steel Structure Training | 59 |
| 33. 15 Vacancies at Graphon Beach Resort | 60 |

1. 5 Vacancies at Churches Texas Chicken



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



5 Vacancies at Churches Texas Chicken

5 Vacancies at Churches Texas Chicken

[\[View file #7572 online\]](#)

WE'RE HIRING
(GULF VIEW)

TUESDAY NOVEMBER 29TH FROM
9AM - 3PM AT GULF CITY MALL

AVAILABLE POSITIONS

CASHIER / EXPEDITOR
CHILLER
DRIVE THRU
DELIVERY OPERATORS & DRIVERS
PREP STAFF / COOK
PORTER / CLEANER

SOUTH & CENTRAL STORES
Restaurant General Manager, Shift Manager,
Line Manager & Drive-Thru Manager.

Applicants are asked to walk with a
valid form of identification

2. Produce Merchanders Wanted



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Produce Merchanders Wanted

Produce Merchanders Wanted

[\[View file #7573 online\]](#)

CAREER OPPORTUNITY

Produce Merchandisers

We are currently looking for
PRODUCE MERCHANDISERS

If you have 3 CSEC passes, including English and Mathematics or 2 years working experience in the handling and retail of produce and you live in the East, West or South area.

Submit your CV via email to careers.tt@massydistribution.com by November 25, 2022



Only shortlisted applicants will be contacted

3. Human Resource Administrative Assistant Vacancy



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Human Resource Administrative Assistant Vacancy

Essentia Ltd seeks to hire a Human Resource Administrative Assistant for the HR Department. Applicants must have at least three (3) years experience and HR certification.

The Principal Functions of the Position are:

- Prepare HR correspondences as directed by Management.
- Support all internal and external HR related inquiries or requests.
- Maintain hardcopy and electronic records of employees.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Oversee the completion of compensation and benefit documentation.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Participate in orientations and conduct drug testing.
- Maintain HR inventory including uniform stock and security equipment.
- Produce and submit reports on general HR activity to management.
- Submit HR documentation to Accounts for payroll processing.
- Keep up to date with the latest HR trends and best practices.
- Any other duties that are related to the afore-mentioned duties.

Email your resume to hr@essentiatt.net or call 299-0246 for more information. Essentia Ltd is located at the corner of Winnie Mohammed and Diego Martin Main Road, Diego Martin.

[\[View file #7574 online\]](#)



**WE ARE
HIRING!**

OPEN HUMAN RESOURCE
POSITION: ADMINISTRATIVE ASSISTANT

*email us your cv at
hr@essentiatt.net*

4. Accounts Receivable Clerk Vacancy



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Accounts Receivable Clerk Vacancy

Click on the link to find out more - <https://ecs.page.link/FVMqj>

[\[View file #7575 online\]](#)



WE ARE HIRING A ACCOUNTS RECEIVABLE CLERK

Job Purpose

The incumbent is responsible for following up on collections and customers queries on a daily basis.

Academic Qualifications, Experience and Soft Skills

- A minimum of five (5) CXC or GCE O' Level passes inclusive of English Language and Mathematics.
- CAT Level II or ACCA Level I.
- Proficiency in the Microsoft suite of products.
- A minimum of one (1) year experience in a similar capacity.
- Excellent communication skills both oral and written.
- Team Oriented.
- The ability to multitask.
- Excellent interpersonal skills.
- The ability to work in a fast-paced environment with minimal supervision.

All applications are to be submitted no later than November 21st, 2022:

E-mail: hr@ftfarfan.com

Please specify "Accounts Receivable Clerk" in the subject

OR

Human Resource Department

F.T. Farfan Limited

3-5 Ibis Avenue

San Juan



5. Administrative Assistant Wanted

**Free Online Courses With Certificates & Diplomas**

25 Million Learners. 15 Years. 100% Free Courses

**Administrative Assistant Wanted**

Administrative Assistant Wanted

[\[View file #7576 online\]](#)

 **JOB VACANCY**

We need you for this position:

Administrative Assistant

- Must have completed A levels / Associate Degree
- Excellent computer skills
- Attention to details a must
- Ability to multitask and meet deadlines
- Minimum of 2-3 years relevant experience in an Office environment
- Experience in Accounting would be an asset

APPLY NOW

#14 Rookery Nook, Maraval

Please send your CV & Portfolio
info@guardsmantt.com

746-1992  

6. Area Managers Wanted - Part 2

**Free Online Courses With Certificates & Diplomas**

25 Million Learners. 15 Years. 100% Free Courses

**Area Managers Wanted - Part 2**

Join our team today ! We are hiring in our SUN PLAZA branch and a SOUTHERN area manager !!!

[\[View file #7577 online\]](#)

**SEND US AN EMAIL
MUNCHKINGSVACANCY@GMAIL.COM**

JOB DESCRIPTION

- TRUSTWORTHY
- HONEST
- PUNCTUAL
- ORGANIZED
- RELIABLE
- MUST BE ABLE TO WORK IN A TEAM



7. Area Managers Wanted



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Area Managers Wanted

Join our team today ! We are hiring in our SUN PLAZA branch and a SOUTHERN area manager !!!

[\[View file #7578 online\]](#)

**SEND US AN EMAIL
MUNCHKINGSVACANCY@GMAIL.COM**

**WE ARE
HIRING**

JOIN OUR TEAM

- ✓ AREA MANAGERS
- ✓ SUN PLAZA HOSTESS



8. Bulldozer Operator in Guyana



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Bulldozer Operator in Guyana

GYSBI announces the following opportunities:

To apply, visit <https://www.gysbi.gy/careers/>

[\[View file #7579 online\]](#)



T: +592.227.2380
E: info@gysbi.com

VACANCY

Vacancy for Bulldozer Operator

Description

The Bulldozer Operator is responsible for operating heavy equipment that is used to clear land, build roads and other structures, or excavate materials.

Job Type:

- Long-term role
- Busy, fast-paced environment

Qualifications

Interested candidates must have:

- Driver's License with certification for the relevant equipment
- High school diploma or equivalent
- Minimum 3 years of experience operating heavy machinery in a related industry, including loaders, dozers, backhoes, and excavators
- Ability to read and interpret blueprints, maps, and other technical drawings
- Strong understanding of safety procedures and policies
- Self-motivated with the ability to perform well without supervision

Duties

The successful candidate will be required to:

- Operate a bulldozer to move land, level terrain, and move materials
- Inspect the bulldozer before each use and report any potential or existing issue to a supervisor
- Follow all safety regulations and procedures while operating the bulldozer
- Maneuver the bulldozer around obstacles and confined spaces
- Grade land according to specifications
- Dig trenches for utility lines or other purposes
- Load dump trucks with excess dirt, rock, or other materials
- Compact soil with the blade or roller attachment
- Perform routine maintenance on the bulldozer, such as checking fluid levels
- Keep a daily log of work completed
- Ensure the job site is clean and free of excess materials
- Other duties as assigned relating to the job

Remuneration

Compensation will be based on academic qualifications and experience.

Instructions to apply

Visit our website (<https://www.gysbi.gy/careers/>) and follow the instructions to apply.

Closing Date: Wednesday November 30th, 2022

9. Business Operations Assistant I Needed



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Business Operations Assistant I Needed

Business Operations Assistant I Needed

[\[View file #7580 online\]](#)



Government of the Republic of Trinidad and Tobago
Ministry of Sport and Community Development
Community Development Division

CAREER OPPORTUNITIES

The Ministry of Sport and Community Development implements initiatives that build our nation's human capital through the development of athletic talent and community life in Trinidad and Tobago. To this end, the Ministry is seeking to recruit suitably qualified, innovative and passionate candidates to apply for the **contract** position in the following Regional Complexes: -

- **BUSINESS OPERATIONS ASSISTANT I**

Regional Complexes:

Ste Madeleine | Esperance | Vistabella | Plaisance | La Horquetta | Maloney | Carenage | Barataria | Toco | St Augustine | Laventille | Barrackpore | Fyzabad | Warrenville | East POS | Pt Cumana | Mon Repos

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. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of this position. The detailed **Job Description** is available via employtt.gov.tt

Interested persons must register on the EmployTT forum and submit their résumé and cover letter via employtt.gov.tt

Deadline date for applications is FRIDAY 2ND DECEMBER, 2022.

NB. Applicants must reside in the vicinity of the listed Regional Complexes.

We thank all applicants for their interest and advise that only suitable candidates will be acknowledged.



Sport and Community Development



MSCD TV



sportandcommdevtt



www.mscd.gov.tt

10. Cashier wanted in Cunupia



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Cashier wanted in Cunupia

☐☐Join the Coss Cutters team!☐☐

Vacant Positions:

☐☐Cashier

Branches:

☐☐Cunupia

- Proven experience working in a supermarket environment.
- Attention to detail is essential.
- Must have a passion for good service.

Submit your resume via email to cosscuttersvacancy@gmail.com.

Deadline: 29th November 2022.

[\[View file #7581 online\]](#)



**WE ARE
HIRING**

BRANCHES

- **Cunupia**

OPEN POSITION

- Cashiers

Send Your Cv To
cosscuttersvacancy@gmail.com

**Deadline for submission is
29th November 2022**

Please indicate which branch
you are applying for.

Apply today

**JOIN OUR
TEAM**



11. Corporate Trade Marketing Advisor Vacancy



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Corporate Trade Marketing Advisor Vacancy

Corporate Trade Marketing Advisor Vacancy

[\[View file #7582 online\]](#)

Corporate Trade Marketing Advisor

Requirements:

- Education: Bachelor's degree in business administration or marketing.
- Experience: 2 to 5 years in consultive sales, B2B project and developer manager, KAM
- Own vehicle
- Corporate sales (preferably)

Knowledge and skills

- Intermediate Excel.
- Computer tools (Excel, PBI, Salesforce (preferably))

Principal functions

- Assigned accounts management
- Search and development of new distribution channels (second tier)
- Search of new sales opportunities in all markets.
- Tracking and billing of the pipeline.
- Training.

Previous experience

- Sales
- KAM



acerRH
TOP TALENTS, TOP COMPANIES



12. Customer Service Representative Needed



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Customer Service Representative Needed

Come join our team

Send all resumes to caricom.sales@gmail.com

[\[View file #7583 online\]](#)



www.miguelmoses.com

CUSTOMER SERVICE REPRESENTATIVE Needed

Experiene considered an Asset

Send all Resumes to sales.caricom@gmail.com

El Socorro & Environs



Ensure Customer Satisfaction and provide professional Customer Support

868 674-4186

caricom.sales@gmail.com

13. Dental Office Assistant Vacancy



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Dental Office Assistant Vacancy

We're hiring. Send resumes to debedentalclinic@gmail.com

[\[View file #7584 online\]](#)



VACANCY: DENTAL OFFICE ASSISTANT



QUALIFICATIONS

- 5 Cxc passes including Maths and English
- Experience working in a dental office will be an asset

Send Resumes to
debedentalclinic@gmail.com



14. Director, Non Communicable Diseases Vacancy at Ministry of Health



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Director, Non Communicable Diseases Vacancy at Ministry of Health

#APPLYNOW Applications are invited by suitably qualified persons for the following position within the Ministry of Health - Trinidad and Tobago

- Director, Non Communicable Diseases

Deadline: December 21st, 2022

For more information, click: <https://bit.ly/2RV0hpa>

[\[View file #7585 online\]](#)



Government of the Republic of Trinidad and Tobago

Ministry of Health

CAREER OPPORTUNITY

Qualified persons are invited to complete the online application forms for consideration for employment on contract in the Ministry of Health in the following Unit.

Non Communicable Diseases Unit

Director, Non Communicable Diseases

Applicants are encouraged to review the job descriptions at www.health.gov.tt and ensure that their qualifications and experience are aligned to those stated in the document.

COMPLETION OF AN ONLINE APPLICATION FORM

Only online applications will be considered.

Candidates who do not have access to computers can complete the online application forms no later than 4:00 p.m. on December 21st, 2022 at the following address:

Level 1
Ministry of Health
#63 Park Street
Port-of-Spain

Certificates acquired at foreign universities **MUST** be supported by certified transcripts as well as evidence from the Accreditation Board of Trinidad and Tobago that the programme is accredited.

We thank all applicants for their interest and advise that only those persons who meet the minimum qualifications and experience required for the position which they applied will be contacted.

Deadline for the submission of applications is:
December 21st, 2022.

www.health.gov.tt

Ministry of Health-Trinidad and Tobago



Ministry of Health Trinidad and Tobago Official

15. Escavator Operator Wanted in Guyana



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Escavator Operator Wanted in Guyana

Escavator Operator Wanted in Guyana

[\[View file #7586 online\]](#)



T: +592.227.2380
E: info@gysbi.com

VACANCY

Vacancy for Excavator Operator

Description

The Excavator Operator is responsible for operating heavy equipment that is used to dig, transfer, and load soil, rock, debris, and rubble from one place to another.

Job Type:

- Long-term role
- Busy, fast-paced environment

Qualifications

Interested candidates must have:

- Driver's License with certification for the relevant equipment
- High school diploma or equivalent
- Minimum 3 years of experience operating heavy machinery in a related industry, including loaders, dozers, backhoes, and excavators
- Good physical strength
- Excellent hand-eye coordination
- Ability to read and interpret technical manuals
- Excellent understanding of safety procedures and policies
- Self-motivated with the ability to perform well without supervision

Duties

The successful candidate will be required to:

- Operating machinery such as bulldozers, cranes, forklifts, backhoes, and other equipment used in excavation projects
- Inspecting machinery to ensure it is operating as intended
- Utilizing machinery to perform tasks such as digging trenches, moving dirt, and pouring concrete
- Monitoring the progress of work being performed by other workers on site
- Keeping records of time spent working, materials used, and equipment maintenance issues to ensure compliance with company regulations
- Operating heavy machinery to move dirt, rock, and other materials to construct roadways, bridges, dams, and other large projects
- Operating construction equipment to remove debris from building sites or excavate soil to construct foundations for buildings
- Ensure the job site is clean and free of excess material
- Other duties as assigned relating to the job

Remuneration

Compensation will be based on academic qualifications and experience.

Instructions to apply

Visit our website (<https://www.gysbi.gy/careers/>) and follow the instructions to apply.

Closing Date: Wednesday November 30th, 2022

www.gysbi.com

16. Grader Operator wanted in Guyana



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Grader Operator wanted in Guyana

Grader Operator wanted in Guyana

[\[View file #7587 online\]](#)



T: +592.227.2380
E: info@gysbi.com

VACANCY

Vacancy for Grader Operator

Description

The Grader Operator is responsible for preparing and manipulating heavy equipment to ensure the appropriate movement of materials and liaising with coworkers to ensure that the projects are completed accurately.

Job Type:

- Long-term role
- Busy, fast-paced environment

Qualifications

Interested candidates must have:

- Driver's License with certification for the relevant equipment
- High school diploma or equivalent
- Minimum 3 years of experience operating heavy machinery in a related industry, including loaders, dozers, backhoes, and excavators
- Ability to work well with a team
- Full use of hands and feet coordination to operate machinery
- Knowledge of basic vehicle inspection and maintenance including tyre pressure, and checking oil/water levels
- Ability to read, understand, follow, and enforce safety procedures and policies
- Self-motivated with the ability to perform well without supervision

Duties

The successful candidate will be required to:

- Using manual and hydraulic controls on machinery to raise, lower and maneuver attachments
- Selecting, attaching, and removing attachments such as buckets, scoops, blades, and hammers
- Following plans, markers, and verbal instructions
- Operating controls to excavate, break, drill, level, compact, gouge, move, load and spread earth, rubble, soil and other materials
- Following all safety procedures and policies as outlined by the company
- Completing minor adjustments and maintenance on plant
- Ensure the job site is clean and free of excess material
- Lubricating, cleaning, and refueling machinery to ensure it is ready for operation
- Other duties as assigned relating to the job role

Remuneration

Compensation will be based on academic qualifications and experience.

Instructions to apply

Visit our website (<https://www.gysbi.gy/careers/>) and follow the instructions to apply.

Closing Date: Wednesday November 30th, 2022

17. Human Resource Administrative Assistant Vacancy



Free Online Courses With Certificates & Diplomas

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Human Resource Administrative Assistant Vacancy

Human Resource Administrative Assistant Vacancy

[\[View file #7588 online\]](#)

A dark blue rectangular advertisement. At the top left is the Essentia logo, which includes a red square with a white profile of a head and the word 'ESSENTIA' in large blue letters, with 'IRONCLAD ASSET PROTECTION' in smaller white letters below it. In the center, a large white speech bubble contains the text 'WE ARE HIRING!' in bold blue letters. At the bottom, the text 'OPEN POSITION: HUMAN RESOURCE ADMINISTRATIVE ASSISTANT' is written in white, with 'OPEN POSITION:' in a larger font. Below this, in smaller white text, it says 'email us your cv at hr@essentiatt.net'.

18. KFC is seeking Delivery drivers, Riders and Team Members in Arouca, Piarco, St Helena and Oropune



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



KFC is seeking Delivery drivers, Riders and Team Members in Arouca, Piarco, St Helena and Oropune

KFC is seeking Delivery drivers, Riders and Team Members in Arouca, Piarco, St Helena and Oropune
[\[View file #7589 online\]](#)

JOIN OUR KFC FAMILY

POSITIONS:

Delivery Drivers,
Riders & Team Members

Target Stores:

KFC Arouca, Piarco,
St. Helena, Oropune

Date:

November 24th 2022

Time:

9:00 am - 3:00 pm

Location:

KFC Windsor

BENEFITS INCLUDE:

- Free Meals
- Free Uniforms
- Paid Annual Vacation
- International Training & Certification



Sign up at:
Website (kfc.tt/careers) or In-store

19. Male Drivers needed



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Male Drivers needed

Male Drivers needed

[\[View file #7590 online\]](#)



INNOVATIVE SECURITY TECHNOLOGIES LTD

WE ARE HIRING!

MALE DRIVERS

BENEFITS:

**Permanent Employment, Paid Overtime
Wages paid on time, Paid Leave**

REQUIREMENTS:

**25 years and older, 3 years experience,
Ability to pass a drug test
and Police Certificate of Good Character**

TO APPLY:

**Visit our website at
innovativesecuritytech.com or**

**Email
recruitment@innovativesecuritytech.com**

**FOR FURTHER INFO:
Call our HR Department
At 653 – 1412 Ext. 229,
or 382 – 0372**



20. Male Security Officers wanted in Port Of Spain



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Male Security Officers wanted in Port Of Spain

Male Security Officers wanted in Port Of Spain

[\[View file #7591 online\]](#)



INNOVATIVE SECURITY TECHNOLOGIES LTD

WE ARE HIRING!

MALE SECURITY OFFICERS FOR PORT OF SPAIN

BENEFITS:

**Permanent Employment, Paid Overtime
Wages paid on time, Paid Leave**

REQUIREMENTS:

**Security Officers: 18 years and older,
Ability to pass a drug test
and Police Certificate of Good Character**

TO APPLY:

**Visit our website at
innovativesecuritytech.com or**

**Email
recruitment@innovativesecuritytech.com**

**FOR FURTHER INFO:
Call our HR Department
At 653 – 1412 Ext. 229,
or 382 – 0372**



21. Manager Wanted in El Socorro



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Manager Wanted in El Socorro

Come join our team

Send all resumes to caricom.sales@gmail.com

[\[View file #7592 online\]](#)



www.miguelmoses.com

MANAGER Needed

Experiene considered an Asset

Send all Resumes to sales.caricom@gmail.com

El Socorro & Environs



Strong communication skills,
creating and implimenting a sales plan for
increased productivity.

868 674-4186

caricom.sales@gmail.com

22. Project Engineer Wanted



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Project Engineer Wanted

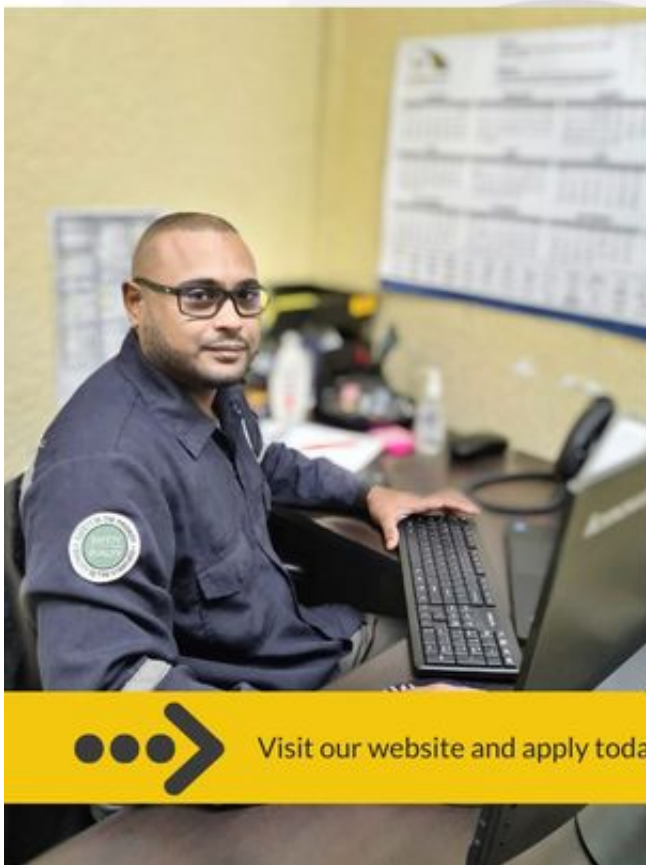
TOSL Engineering Limited is seeking to recruit a Project Engineer. Apply today to join our Team!

Visit: www.tosl.com/media/careers

[\[View file #7593 online\]](#)



Closing Date
25 Nov 2022



JOIN

OUR TEAM

Project Engineer

- ✓ 5 years experience
- ✓ BSc. Mechanical/ Electrical Engineering
- ✓ Attractive remuneration package



Visit our website and apply today

www.tosl.com/media/careers

23. Quantity Survey Technician Vacancy



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Quantity Survey Technician Vacancy

Quantity Surveying Technician — Construction and Engineering Division
Clerk of Works - Construction and Engineering Division (Project Based)

[\[View file #7594 online\]](#)

**udecott**Urban Development Corporation of
Trinidad and Tobago Limited

VACANCIES

**Quantity Surveying Technician — Construction and
Engineering Division**
Clerk of Works - Construction and Engineering Division
(Project Based)

UDeCOTT is seeking to recruit suitably qualified and competent persons, to fill the vacancies as detailed hereunder:

Quantity Surveying Technician — Construction and Engineering Division
Clerk of Works - Construction and Engineering Division (Project Based)

The job descriptions are available for viewing on UDeCOTT's Official Website - udecott.com

Interested persons must submit completed applications comprising A Cover Letter; CV; Copies of Academic Certificates and Proof of Vaccination against Covid-19 either via email at career@udecott.com or via hard copy to UDeCOTT's Head Office and addressed as follows:

Divisional Manager, Human Resources
UDeCOTT Head Office
38-40 Sackville Street
Port of Spain
Trinidad

The closing date for receipt of applications in UDeCOTT is Saturday 4th December, 2022 by 4:00pm. Applications received after this date and time will not be considered.

Unsuitable applications will not be acknowledged.

Proof of Vaccination against Covid-19 is required.

udecott.com

24. Records Management Specialist Vacancy



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Records Management Specialist Vacancy

Records Management Specialist Vacancy

[\[View file #7595 online\]](#)



Government of the Republic of Trinidad and Tobago

Ministry of Sport and Community Development

CAREER OPPORTUNITY

The Ministry of Sport and Community Development implements initiatives that build our nation's human capital through the development of athletic talent and community life in Trinidad and Tobago. To this end, the Ministry is seeking to recruit suitably qualified, innovative and passionate candidates to apply for the following **contract** position. Detailed **Job Description** are available via employtt.gov.tt

• **RECORDS MANAGEMENT SPECIALIST**

JOB SUMMARY

The incumbent is responsible for the development and implementation of records management programmes, such as records retention schedules, disaster prevention and recovery programme for vital records, electronic records management, productivity improvement through improved retrieval and access.

The Records Management Specialist will review, recommend, create, implement, update and maintain records management related systems, develop procedures, conduct training as well as perform complex analytical and interpretive tasks and assist in resolving quality assurance and compliance issues.

*Interested persons must register on the EmployTT forum and submit their *résumé* and cover letter via employtt.gov.tt*

**DEADLINE DATE FOR APPLICATIONS IS
FRIDAY 2ND DECEMBER, 2022.**

We thank all applicants for their interest and advise that only suitable candidates will be acknowledged.

25. Roller Operator needed in Guyana



Free Online Courses With Certificates & Diplomas


25 Million Learners. 15 Years. 100% Free Courses



Roller Operator needed in Guyana

Roller Operator needed in Guyana

[\[View file #7596 online\]](#)



GYSBI
Guyana Society for
Technical Education

T: +592 227 2380
E: info@gysbi.com

VACANCY

Vacancy for Roller Operator

Description
The Roller Operator is responsible for operating large industrial rollers that flatten, smooth and compact materials such as asphalt, sand and crusher run.

Job Type:

- Long-term role
- Busy, fast-paced environment

Qualifications
Interested candidates must have:

- Driver's License with certification for the relevant equipment
- High school diploma or equivalent
- Proven experience as a roller operator
- Good physical strength
- Good hand-eye coordination
- Strong understanding of safety procedures and policies
- Self-motivated with the ability to perform well without supervision

Duties
The successful candidate will be required to:

- Following safety protocols during operation to ensure safe operation of equipment
- Operate the roller and other heavy equipment in a safe and appropriate manner
- Perform daily maintenance and safety checks of equipment
- Maintain and ensure vehicle and equipment are stocked with required materials
- Safely operate roller in successive overlapping passes over surfaces to be compacted, rolling asphalt to desired compaction and smoothness
- Determine the speed and direction of the machine, based on knowledge of compressibility of material under changing temperatures, so that ridges do not form by excessive pressure
- Push hand roller and pound surfaces using a hand tamp or guide portable plate compactors over areas not accessible to a road roller
- Operate the breakdown roller to achieve proper compaction
- Operate the finish roller in successive overlapping passes to apply the final finish and remove imperfections with a finish roller
- Ensure the job site is clean and free of excess material
- Other duties as assigned relating to the job role

Remuneration
Compensation will be based on academic qualifications and experience.

Instructions to apply
Visit our website (<https://www.gysbi.gy/careers/>) and follow the instructions to apply.

Closing Date: Wednesday November 30th, 2022

www.gysbi.com

26. Sales Associate Wanted in San Juan



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Sales Associate Wanted in San Juan

Sales Associate Wanted in San Juan

[\[View file #7597 online\]](#)



WE ARE HIRING A SALES ASSOCIATE - SAN JUAN

Job Purpose

With general direction from management this position requires the individual to provide superior customer service, complete sales and other merchandise transactions according to company procedures.

Academic Qualifications, Experience and Soft Skills

- A minimum of five (5) CXC O' Level passes inclusive of English Language and Mathematics.
- A minimum of two (2) years' experience in customer service or a similar position.
- Excellent interpersonal and communication skills.
- A keen sense of observation and alertness.
- Team Oriented.
- The ability to work in a fast-paced environment with minimum supervision.

All applications are to be submitted no later than December 2nd, 2022:

E-mail: hr@ftfarfan.com

Please specify "Sales Associate - San Juan" in the subject
OR

Human Resource Department
F.T. Farfan Limited
3-5 Ibis Avenue
San Juan



27. Sales Coordinator Wanted



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Sales Coordinator Wanted

Click on the link to find out more - <https://ecs.page.link/FVMqj>

[\[View file #7598 online\]](#)



WE ARE HIRING A SALES COORDINATOR - INDUSTRIAL GROUP

Job Purpose

The incumbent provides administrative support to the Industrial Sales Division. This position reports to the Sales Manager.

Academic Qualifications, Experience and Soft Skills

- A minimum of Five (5) CXC O' Level passes inclusive of English Language and Mathematics.
- A minimum of two (2) years' experience in Administration or a similar position. Proficiency in the Microsoft Suite of products.
- Excellent organizational skills.
- Team oriented.
- Excellent communication skills, both oral and written.
- Excellent interpersonal and communication skills.
- The ability to work in a fast-paced environment with minimum supervision.
- Detail oriented.

All applications are to be submitted no later than December 2nd, 2022:

E-mail: hr@ftfarfan.com

Please specify "Sales Coordinator – Industrial Group" in the subject

OR

Human Resource Department

F.T. Farfan Limited

3-5 Ibis Avenue

San Juan



28. Sales Representative Wanted



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Sales Representative Wanted

Click on the link to find out more - <https://ecs.page.link/FVMqj>

[\[View file #7599 online\]](#)



WE ARE HIRING A SALES REPRESENTATIVE - MARKETING GROUP

Job Purpose

With general direction from management this position requires the individual to promote and market the Company's products and provide superior customer service. This position reports to the Sales Manager.

Academic Qualifications, Experience and Soft Skills

- A minimum of five (5) CXC O' Level passes inclusive of English Language and Mathematics.
- A minimum of two (2) years' experience in customer service or a similar position.
- Excellent interpersonal and communication skills.
- A keen sense of observation and alertness.
- Team Oriented.
- The ability to work in a fast-paced environment with minimum supervision.

All applications are to be submitted no later than December 2nd, 2022:

E-mail: hr@ftfarfan.com

Please specify "Sales Representative - Industrial Group" in the subject

OR

Human Resource Department

F.T. Farfan Limited

3-5 Ibis Avenue

San Juan



29. Supervisor Needed in El Socorro



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Supervisor Needed in El Socorro

Come join our team

Send all resumes to caricom.sales@gmail.com

[\[View file #7600 online\]](#)

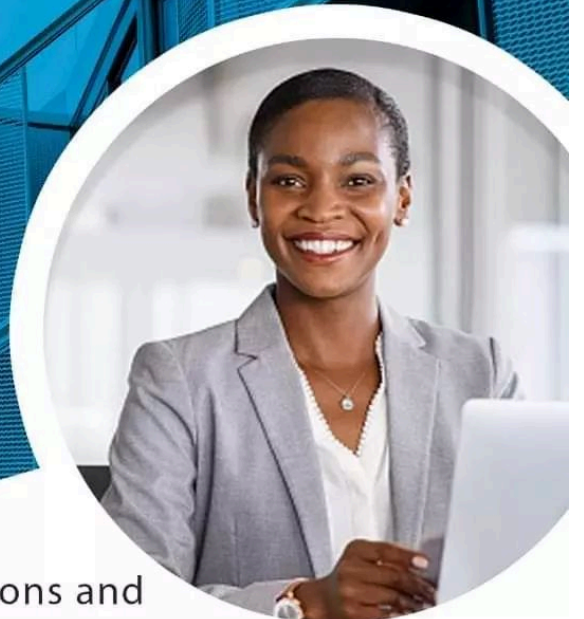


SUPERVISOR Needed

Experiene considered an Asset

Send all Resumes to sales.caricom@gmail.com

El Socorro & Environs



Oversee Customer Service Operations and collaborate with staff to enhance productivity and overall customer satisfifaction

868 674-4186

caricom.sales@gmail.com

30. Team Lead - Sales Vacancies



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Team Lead - Sales Vacancies

Click on the link to find out more - <https://ecs.page.link/FVMqj>

[\[View file #7601 online\]](#)



WE ARE HIRING A TEAM LEAD - SALES

Job Purpose

The incumbent will be required to manage the overall performance of a Sales Team as well as departmental resources to achieve departmental objectives and budgets. This position reports to the Sales Manager.

Academic Qualifications, Experience and Soft Skills

- Associate degree or equivalent qualification in Sales or Marketing, Bachelor's degree would be an asset.
- Minimum of four (4) years' experience in a similar or related position with at least three (3) years at a Supervisory level.
- Proficiency in the Microsoft suite of applications.
- The ability to lead and motivate others.
- Excellent interpersonal and communication skills, both oral and written.
- Team oriented.
- Excellent organizational and analytical skills.
- The ability to prioritize and manage multiple projects simultaneously.
- Excellent problem-solving skills and techniques.

All applications are to be submitted no later than December 2nd, 2022:

E-mail: hr@ftfarfan.com

Please specify "Team Lead – Sales" in the subject

OR

Human Resource Department

F.T. Farfan Limited

3-5 Ibis Avenue

San Juan



31. Victoria Secrets Wants You

**Free Online Courses With Certificates & Diplomas**

25 Million Learners. 15 Years. 100% Free Courses

**Victoria Secrets Wants You**

☐☐☐ Come Work with Us!

- ☐ We are looking for young, career-driven and goal-oriented individuals to join our teams!

☐ If you think you've got what it takes to be a team player, we want YOU ☐

➔ APPLY TODAY to work in our fast-growing chain!

☐ Locations:

@thefallsatwestmall

& @gulfcitymall

☐ Send us a copy of your Resume to: info.victoriasecrettt@gmail.com

We look forward to hearing from you!

#VictoriasSecret #VSLovesTrinidadAndTobago

The Falls at Westmall & @Gulf City Mall

[\[View file #7602 online\]](#)

VICTORIA'S SECRET COME WORK WITH US!



APPLY TO :

INFO.VICTORIASSECRET@GMAIL.COM

32. Wrought Iron and Light Steel Structure Training



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Wrought Iron and Light Steel Structure Training

Ready to get hired? Secure your spot!

Click this link <https://form.jotform.com/223243226199860>

[\[View file #7603 online\]](#)

Youth 15-35 Years:
Sign up NOW!

**WROUGHT IRON AND
LIGHT STEEL STRUCTURE**

**Learn the
fundamentals of:**

**Roofs, Rails, Tables, Gates,
Ornamentals, Stairs,
Windows, etc.**

Requirements :

- 1 Passport size photo
- National Identification Card
- Birth Paper
- NIS Number
- Bank Account information
- Registration Fee of \$200.00

Classes Begin March 2023

VENUE:
Petit Bourg Training and
Enterprise Academy (PBTEA)
#16 Irving St, Petit Bourg,
San Juan.

674-1412

•Get Certified •Earn Income •Get Hired •Start a Business

33. 15 Vacancies at Graphton Beach Resort



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



15 Vacancies at Graphton Beach Resort

15 Vacancies at Graphton Beach Resort

[\[View file #7604 online\]](#)

HOSPITALITY RECRUITING | HOTEL/RESORTS - TOBAGO EXPERIENCED CANDIDATES







FOOD & BEVERAGE

Senior Sous Chef | Floor Manager | Gourmet Pizza Maker
Restaurant Host/Hostess | Head Bartender | Wait Staff | Floor Bussers

ROOMS & FACILITIES

Head Housekeeper | Room Attendants | Housemen/Women
Laundry Attendants | IT Coordinator | Electrician | AC Technician | Painter

ALL APPLICANTS

Positive Attitude, Communication & Interpersonal Skills | Interact with the General Public | Computer Skills |
Organizational Skills | People Skills | Customer Service Experience | Collaboration Skills |
Problem-Solving Skills | Willingness to Learn & Adapt in a fast-paced Environment

CARICOM AND INTERNATIONAL APPLICANTS WELCOME TO APPLY

All Applicants Are Required to Submit Their Applications with Passport Photo to:
Senior Manpower Officer - Ministry of Labour & Small & Micro Enterprise Development,
50-54 Duke Place Duke Street, Port of Spain, Trinidad, West Indies.

 TO APPLY: Visit HR Office in Resort, Black Rock
vacancies@graftontobago.com
VIA POST P.O. Box 25 Scarborough, Tobago, WI

ONLY SUITABLE CANDIDATES WILL BE ACKNOWLEDGED

