

25th of May 2022 Trinidad and Tobago Vacancies Table Of Content

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1. 3 Vacancies - Muffler Fitter - Welder and Apprentice

3 Vacancies - Muffler Fitter - Welder and Apprentice

3 Vacancies - Muffler Fitter - Welder and Apprentice

[\[View file #1286 online\]](#)



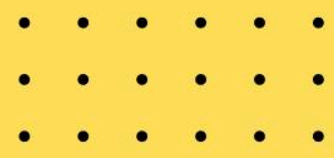
EXPERIENCE

**MUFFLER FITTER/
WELDER & APPRENTICE**

Wanted in established Muffler shop.
San Fernando.

Call: 689-5981/ 653-4589.

Whatsapp 735-3308



2. Admin Assistant Vacancy

Admin Assistant Vacancy

Admin Assistant Vacancy
[\[View file #1287 online\]](#)

ADMINISTRATIVE ASSISTANT

Professional office based in South is seeking to recruit an **Administrative Assistant** on a contract basis.

Responsibilities are related to providing direct support to the Lead Officer on a range of administrative duties.

Must have working knowledge of Microsoft Office Suite software skills, be well organised, professional, confidential and be able to multi-task.
Minimum of 3 years experience needed.

E-mail: ragkr35@gmail.com

3. Chinese Sous Chef and Dishwasher wanted

Chinese Sous Chef and Dishwasher wanted

Chinese Sous Chef and Dishwasher wanted

[\[View file #1288 online\]](#)



EXPERIENCED CHINESE SOUS CHEF & DISHWASHER

Restaurant Point Lisas.
Immediate employment.



636-2786, 310-1452

4. Distributors Wanted

Distributors Wanted

Distributors Wanted
[\[View file #1289 online\]](#)

EXPERIENCED DISTRIBUTORS WANTED

We are building a vibrant, professional, and successful distributor network for our range of liquid detergent, powder detergent, and all-purpose cleaners.

We're looking for highly qualified candidates to join our team!

- ***Strong background in sales and distribution in Mini Marts and/or Supermarkets nationwide***
- ***Excellent interpersonal and communication skills***
- ***Motivated and energized***
- ***Team player***
- ***Must have working vehicle/s***

INTERESTED? CALL OR WHATSAPP 680-1611

5. Experienced Waitress needed in San Fernando

Experienced Waitress needed in San Fernando

Experienced Waitress needed in San Fernando

[\[View file #1290 online\]](#)



EXPERIENCED WAITRESS

Needed for San Fernando Lounge,
\$20/ hr.

325-2787



6. FireArm Officers Wanted in California

FireArm Officers Wanted in California

FireArm Officers Wanted in California

[\[View file #1291 online\]](#)

PROCAMTEC

SECURITY SERVICES
Centenary Street East, California

Now Hiring Firearm Officers for Immediate Employment.

Must be a citizen of Trinidad & Tobago.

Must be 25 years & over.

Serious Inquires Only.

Starting salary for selected Officers, \$8,000.

Contact: Mr. Deonarine Bowlah

681-2854, 636-7586

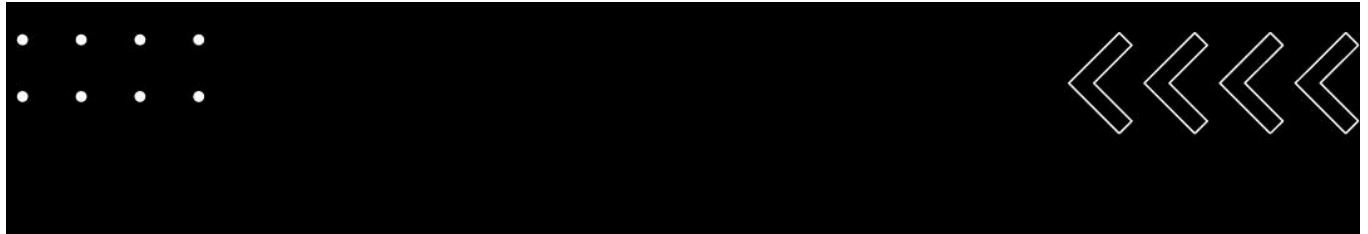
For Further Information.

7. Lotto Machine Operator Wanted in San Fernando

Lotto Machine Operator Wanted in San Fernando

Lotto Machine Operator Wanted in San Fernando

[\[View file #1292 online\]](#)

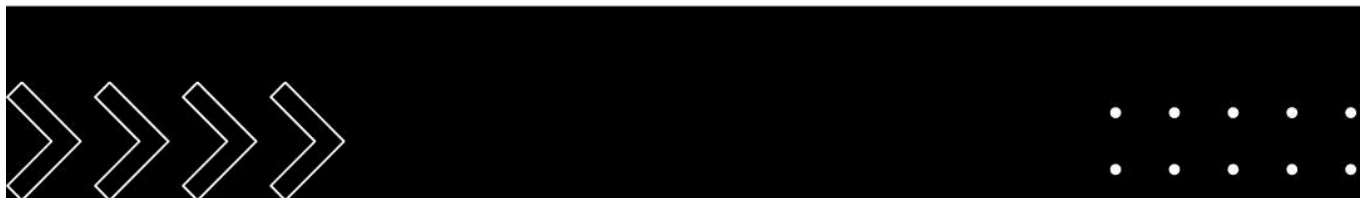


EXPERIENCE LOTTO MACHINE OPERATOR

For San Fernando Outlet.

Send CV to:

jodiej@iesltechnologies.com



8. New Restaurant and Nice Club needs Chefs, Kitchen Assistant, Bartenders, Bar-Back Servers - Cleaners

New Restaurant and Nice Club needs Chefs, Kitchen Assistant, Bartenders, Bar-Back Servers - Cleaners

New Restaurant and Nice Club needs Chefs, Kitchen Assistant, Bartenders, Bar-Back Servers - Cleaners

[\[View file #1293 online\]](#)



**New Restaurant &
Night Club Debe Requires:**

Chefs,
.....
Kitchen Assistant,
.....
Bartenders,
.....
Bar- Back Servers,
.....
Cleaners.

Contact: 350-0666

9. Property Maintenance Workers Needed

Property Maintenance Workers Needed

Property Maintenance Workers Needed

[\[View file #1294 online\]](#)



**COMPANY IN CENTRAL
IS LOOKING FOR:**

**PROPERTY
MAINTENANCE WORKERS.**

285-9157, 389-0782



10. Welder and Electrician Wanted in Port Of Spain

Welder and Electrician Wanted in Port Of Spain

Welder and Electrician Wanted in Port Of Spain
[\[View file #1295 online\]](#)

WANTED!

- Welder and Electrician LIVING IN P.O.S. OR ENVIRONS

***For Appointment, Phone
389-8236/ 637-8726***

11. Diesel Mechanic Needed By Regional Cooperation

Diesel Mechanic Needed By Regional Cooperation

Diesel Mechanic Needed By Regional Cooperation

[\[View file #1296 online\]](#)



COUVA/TABAQUITE/TALPARO REGIONAL CORPORATION

Public Relations Unit
4-6 Railway Road, Couva

VACANCY

Diesel Mechanic— Contract

The Chief Executive Officer (Ag) at the Couva Tabaquite Talparo Regional Corporation, is presently accepting applications for the position of a Diesel Mechanic on Contract. **Deadline for submission of applications is Friday 3rd June 2022.**

JOB TITLE:	Diesel Mechanic—Contract
JOB SUMMARY:	
The incumbent is responsible for the maintenance and repair of diesel-powered vehicles.	
REPORTS TO:	Administrative Officer II
DUTIES AND RESPONSIBILITIES:	
<ol style="list-style-type: none"> 1) Analysing problems with engines and rectifying the same. 2) Carrying out routine service on engines, including oil and filter changes. 3) Repairing or replacing faulty parts and systems. 4) Sometimes integrating new technology into the engine structure. 5) Rebuilding engines after their efficient lifetime is over. 6) Conducting performance tests on vehicle fleets, if overseeing their operation. 7) Preparing and updating records on service work/job cards conducted on engines. 8) Welding and cutting material if required, using arc welding or flame cutting equipment. 	
KNOWLEDGE, SKILLS AND ABILITIES:	
KNOWLEDGE:	Extensive knowledge of diesel powered engines as well as mechanics and engineering in general.
SKILLS AND ABILITIES:	<p>Good analytical and problem solving skills to find the source of problems / malfunctions and rectify the same.</p> <p>Ability to work with hand tools, precision and other equipment.</p> <p>Computer skills, as several diagnostic procedures and precision repairs may be carried out with the aid of computers.</p>
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> • At least 3—5 years work experience in a similar position • Certification from the National Energy Skills Centre (NESC) is favoured, in particular—NESC Assured Craftsman Automotive Services 	

Please forward resumes to aoiicouva@hotmail.com or use the drop off box facility located at the Main Administration Building at 4-6 Railway Couva.

Chief Executive Officer (Ag)

Couva Tabaquite Talparo Regional Corporation

Monday 23rd May 2022

12. Fleet Manager Needed at Couva Regional Corporation

Fleet Manager Needed at Couva Regional Corporation

Fleet Manager Needed at Couva Regional Corporation

[\[View file #1297 online\]](#)



COUVA/TABAQUITE/TALPARO REGIONAL CORPORATION
Public Relations Unit
4-6 Railway Road, Couva
Telephone 636 1389 Email: pr.cttrc@gmail.com

VACANCY

FLEET MANAGER (contract)

The Chief Executive Officer (Ag.) at the Couva Tabaquite Talparo Regional Corporation, is currently accepting applications for the position of a **Fleet Manager** on a contractual basis for six (6) months. **Deadline for submission of applications is Friday 3rd June 2022.**

REQUIRED COMPETENCIES

Reports To: County Superintendent and Engineering and Survey Officer

- Developing, implementing, and enforcing vehicle management best practices, Policies and procedures.
- Ensure proper effective and timely maintenance, servicing and repair of the Corporation's fleet of vehicles in conjunction with the transport foreman.
- Arrange insurance for all vehicles.
- Arrange inspections of the Corporation's fleet of vehicles.
- Organizing replacement and disposal of the Corporation's damaged and derelict vehicles
- Developing, implement and monitor preventative maintenance schedule for the Corporation's fleet of vehicles.
- Ability to lay out, assign and review the work of skilled and semi-skilled mechanics and other workers in the workshop.
- Assists generally in the operation of the mechanical workshop.
- Assigns work to subordinates, inspects on completion and gives guidance as required.
- Receives reports on defects in automotive and other heavy equipment; checks defects, arranges for repairs and certifies work performed and materials used.
- Inspects the machine tools in the workshop and advises on all repairs to be done.
- Supervise all workers responsible for processing job cards and daily work sheets.
- Inspects defective equipment in the field and arranges for repairs to be carried out.
- Assists in compiling cost estimates for repair jobs
- Assists in the training of apprentices
- Prepares work reports and daily reports, daily inspection sheets to the County Superintendent and the Engineering and Survey Officer.
- Establishes and maintains effective working relationships employees.
- Make regular inspections of vehicles to ensure that stocks and spare parts are kept on hand, that vehicles are being properly used, serviced maintained effectively without disruption to transport services.
- Supervises the repairs to vehicles in the Couva/Tabaquite/Talparo Regional Corporation's workshop or garages of agents; tests vehicles after repairs and prior to return to service.
- Prepares monthly vehicle status reports for the Corporation's fleet of vehicles for submission to council.

Knowledge, skills and experience required

Five CXC O'Levels

- At least 6 months experience of the administration of company car policies
- Knowledge of the motor industry and of vehicle manufacturers
- Good communication skills
- Ability to write reports

Please forward resume to aoiicouva@hotmail.com or use the drop off box facility located at the Main Administration Building at 4-6 Railway Couva.

Chief Executive Officer (Ag)

Couva Tabaquite Talparo Regional Corporation

Monday 23rd May 2022

13. Information Technology Support Officer Vacancy at Couva Regional Corporation

Information Technology Support Officer Vacancy at Couva Regional Corporation

Information Technology Support Officer Vacancy at Couva Regional Corporation

[\[View file #1298 online\]](#)



COUVA/TABAQUITE/TALPARO REGIONAL CORPORATION

Public Relations Unit
4-6 Railway Road, Couva

VACANCY

Information Technology Support Officer— Contract

The Chief Executive Officer (Ag) at the Couva Tabaquite Talparo Regional Corporation, is presently accepting applications for the position of an Information Technology Support Officer on Contract. **Deadline for submission of applications is Friday 3rd June 2022.**

JOB TITLE:		Information Technology Support Officer—Contract
JOB SUMMARY:		
Provide Information Technology support to all departments.		
REPORTS TO:		Administrative Officer II
DUTIES AND RESPONSIBILITIES:		
<ul style="list-style-type: none"> • Provides support for the management and upgrading of operating and application software systems. • Maintains, troubleshoots and upgrades computer related hardware. • Monitors, tests and troubleshoots hardware and software problems pertaining to the business application systems. • Provides support in the deployment of intranet connectivity and internal mail systems. • Installs hardware/peripheral components and repairs computer hardware and software. • Assists with deployment and redeployment of PCs and other equipment. • Responds to client inquiries and offers technical assistance to system users. • Any other related duties 		
KNOWLEDGE, SKILLS AND ABILITIES:		
KNOWLEDGE:		<ul style="list-style-type: none"> • Diploma in Information technology or equivalent A+ certification in computer hardware and software • Certification in network + or have basic understanding of network infrastructure and network protocol
SKILLS AND ABILITIES:		<ul style="list-style-type: none"> • Proficiency in Windows environment (win7/8/10) • Have basic understanding of Private Branch Exchange (PBX) phone system • Hardware and Network knowledge on desktop laser printers • Technical knowledge in Android and IOS will be an asset
MINIMUM EXPERIENCE:		
A minimum of three (3) years experience in a similar position.		

Please forward resumes to aoiicouva@hotmail.com or use the drop off box facility located at the Main Administration Building at 4-6 Railway Couva.

Chief Executive Officer (Ag)

Couva Tabaquite Talparo Regional Corporation

Monday 23rd May 2022

14. Local Economic Development Officer Vacancy at Couva Regional Corporation

Local Economic Development Officer Vacancy at Couva Regional Corporation

Local Economic Development Officer Vacancy at Couva Regional Corporation

[\[View file #1299 online\]](#)



COUVA/TABAQUITE/TALPARO REGIONAL CORPORATION

Public Relations Unit
4-6 Railway Road, Couva

VACANCY

Local Economic Development Officer (LEDO)— Contract

The Chief Executive Officer (Ag) at the Couva Tabaquite Talparo Regional Corporation, is presently accepting applications for the position of a Local Economic Development Officer on Contract. **Deadline for submission of applications is Friday 3rd June 2022.**

JOB DESCRIPTION

Key Performance Areas:

- Identifying key deliverables and immediate goals detailed in the CTTRC's Local Economic Development Strategic Plan in respect of the communication, investment, tourism and
- Agricultural dimensions of local Economic Development.
- Capable of supporting Council's Local Economic Development objectives through recognition on immediate priorities and long term interventions.
- Assessing and evaluating Local Economic Development projects, proposals, applications and preparing reports summarizing findings and including specific recommendations for
- Consideration. Assisting with drafting of LED's policies and strategies.
- Conducting training to develop understanding and improve capabilities of the local community to participate in economic development initiatives.
- Ensure that LED Projects contribute to the empowerment of local communities through sustained job opportunities and business potential.
- Attend to administrative recording reporting and record keeping.

LOCAL ECONOMIC DEVELOPMENT FUNCTIONS

1. Oversee/Coordinate the development of the Municipal Development Plan.
2. Develop/Implement the Local Area Economic Profile and other plans which are related to LED and sustainability.
3. Manage LED demonstration projects.

Main Activities

- Assist with the coordination and report on LED activities within the municipality of Couva/Tabaquite/Talparo.
 - Provide support to volunteers, consultants who are assigned to LED activities.
4. Reporting and providing advice on Local Economic Development (LED) to Chief Executive Officer, Corporation Staff, Chairman and Council.
 5. Assist in identifying sources of funding.

Main Activities

- Research private and public sector economic development funding opportunities
 - Consult with industry and government representatives concerning eligibility requirements for funding
 - Prepare proposals for funding to support local economic development.
6. Coordinate multi-stakeholder groups for proposed LED activities/projects.
 7. Provide advice and support for MSMEs (Business Support Services).
 8. Represent the Local Economic Development Project Advisory Committee (LEDPAC) at National Meetings.

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