

14th of July 2022 Trinidad and Tobago Vacancies - VacancyAd.com Table Of Content

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1. Accounting Assistant Wanted

Accounting Assistant Wanted

Accounting Assistant Wanted
[\[View file #2601 online\]](#)



JOIN THE AIR LINK TEAM! 

We're looking for a

ACCOUNTING ASSISTANT

Submission Deadline: 22nd July 2022

Apply Now!
Visit www.airlinktt.net/careers



2. Delivery Sales Drivers Vacancies

Delivery Sales Drivers Vacancies

Delivery Sales Drivers Vacancies
[\[View file #2602 online\]](#)

**Come & Get Itt**

Yesterday at 5:45 PM ·



**URGENT
VACCANCIES**
We are Expanding !
Dispatch from Arima.

WANTED
Delivery/ Sales Drivers Class 3 & 4 - 2 positions
MANUAL DRIVING EXPERIENCE REQUIRED.

PERMANENT POSITIONS ONLY

Salary = Driver Range - \$6000-7000 monthly

Paid Fortnightly & Monthly

SERIOUS INQUIRIES ONLY
Contact : 777-6278 for details - Mr Isaac

3. Dynamic Sales Rep Wanted

Dynamic Sales Rep Wanted

Dynamic Sales Rep Wanted
[\[View file #2603 online\]](#)

We're Hiring!

DYNAMIC SALES REPRESENTATIVES

- ▶ Are you Self-Motivated, Energetic?
- ▶ Do you have 3 Years Sales Experience?
- ▶ Excellent interpersonal Skills?

Then we need you!

SEND RESUMES TO

crystal@vivamanagementltd.com
sandrae@vivamanagementltd.com

4. Financial Sales Rep Wanted

Financial Sales Rep Wanted

Financial Sales Rep Wanted

[\[View file #2604 online\]](#)

**ANRA INSURANCE AND
FINANCIAL SERVICES LTD**

**We Are
HIRING**
Financial Services Sales
Representatives

Do You Have:
-Minimum 5 CSEC subjects
(Inclusive of Math and English)
-Access to a good working vehicle

*Sales Experience Will Be an Asset

Are You:
-Between the ages 30-45
-Willing to learn
-Entrepreneurial
-People oriented



Send Your CV To:
anginee.ramberan@myguardiangroup.com

Apply Now!
(868)358-7361

5. Hakka and Thai Chef Needed

Hakka and Thai Chef Needed

Hakka and Thai Chef Needed

[\[View file #2605 online\]](#)

CHEF NEEDED
(HAKKA AND THAI)

WE'RE LOOKING FOR NEW CHEFS AT OUR **CENTRAL TRINIDAD** LOCATIONS.

SUBMIT RESUMES TO **TANDOORIHUT.REST@GMAIL.COM**.

ONLY SUITABLE CANDIDATES, WITH RELEVANT EXPERIENCE, WOULD BE CONSIDERED.

● ●

6. Marketers Wanted

Marketers Wanted

Marketers Wanted
[\[View file #2606 online\]](#)

**WE ARE
HIRING!**

JOIN OUR TEAM

**WE'RE
LOOKING FOR:**

**MARKETERS:
NO ACADEMIC
QUALIFICATIONS
REQUIRED**

SEND YOUR RESUME TO
classiceyecare370@gmail.com

FOR MORE INFO CONTACT US :
346-0730

7. Sign Language Teacher Wanted

Sign Language Teacher Wanted

Sign Language Teacher Wanted
[\[View file #2607 online\]](#)



JOB OPENING

**We're looking for a
Sign Language Teacher!**

THE STUDENT
HUB



Requirements:

1. Passionate about teaching
2. An excellent communicator
3. Relevant Certification
4. Fluent in Trinidadian Sign Language or American Sign Language
5. Detail oriented

Prior teaching experience would be considered an asset.

Send all applications to hr@kerwinspringer.com by August 31st, 2022



Magical Expressions Limited

Vacancy for...

Cashier

Applications (Cover letter, resume and two letters of recommendation) should be emailed to hss@magicaexpressionslimited.com or hand delivered to the Shop.

Magical Expressions Limited
#4 Gaston Street, Lange Park, Chaguanas, Trinidad.
868.220.6320 | 701.6488 | 701.6680 | 775.9191 | 462.9492
www.magicaexpressionslimited.com

9. . Pharmacy Technician . Cashier Wanted at Med-Farm Drugs

. Pharmacy Technician . Cashier Wanted at Med-Farm Drugs

We are hiring!

We are currently hiring for the following positions at our Med-Farm Arima Branch:

. Pharmacy Technician

. Cashier

All interested applicants are invited to email their Résumé to medfarmarima@gmail.com

[\[View file #2609 online\]](#)

WE ARE
HIRING
JOIN OUR TEAM

open positions

- ✓ Pharmacy Technician
- ✓ Cashier

SEND YOUR CV TO :
✉ Medfarmarima@gmail.com

MED-FARM
DRUGS
PHARMACY

10. Accounting Clerk Wanted in Cunupia

Accounting Clerk Wanted in Cunupia

Location: Cunupia

□□We're Hiring□□

We are seeking an Accounting Clerk to perform a variety of accounting, bookkeeping and financial tasks.

Accounting Clerk responsibilities include

□keeping financial records updated,

□Preparing reports and reconciling bank statements.

□ Run accounting software programs to process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts.

□Entering financial data into books, spreadsheets or accountancy software.

□Keeping financial records organized and easy to access.

□Locating or tracking invoices, receipts, purchase orders and other financial records.

□Preparing bank deposits, general ledger postings and statements.

□Paying wages, paying suppliers and releasing money for refunds.

□Reconciling accounts at regular intervals (usually once-per-month)

□Providing financial data or reporting to management for audit purposes.

□Function in accordance with established standards, procedures and applicable laws.

Requirements

✓At least 2 Years' Experience as an Accounts Clerk or in accounting field.

✓Passes In Five [5] Gce Ordinary/level/cxc/csec Ordinary Level

✓Subjects Including English Language and Mathematics at General Proficiency Grades 1, 2 Or 3 With A Minimum Of 2 Subjects at Grade 3

✓Proven accounting experience, preferably as an Accounts Receivable Clerk or Accounts Payable Clerk

✓Familiarity with bookkeeping and basic accounting procedures
Competency in MS Office, databases and accounting software (Business Central)

✓Hands-on experience with spreadsheets and financial reports
Excellent organizational and time management skills

\$4000.00 - \$5,000.00 a month

✉ Email Résumés To: vanessa@bassled.com

[\[View file #2610 online\]](#)



ACCOUNTING CLERK
MONTHLY WAGE: \$4000-\$5000 TTD

QUALIFICATIONS

- Interested applicants must have at least 2 years of experience as an accounts clerk or in the accounting field
- Passes in 5 GCSE Level/CSEC/CAPE Ordinary Level Subjects including English language and Mathematics at General Proficiency.
- Proven accounting experience
- Familiarity with book-keeping and basic accounting procedures
- Competency in MS Office, databases, accounting software (business central)
- Hands on experience with spreadsheets and financial reports
- Excellent organization and time management skills.

RESPONSIBILITIES

- Entering financial data into books, spreadsheets, or accountancy software
- Keeping financial records organized and easy to access
- Locating or tracking invoices, receipts, purchase orders, and other financial records
- Preparing bank deposits, general ledger postings, and statements
- Paying wages, paying suppliers, and releasing money for refunds
- Reconciling accounts at regular intervals (usually once per month)
- Providing financial data or reporting to management for audit purposes
- Function in accordance with established standards, procedures, and applicable laws

BASSLED
BEYOND lighting

Please send all resumes to vanessa@bassled.com

Please do not send resumes to Facebook Messenger

11. Administrative Assistant Vacancies

Administrative Assistant Vacancies

We are hiring!

JOIN OUR TEAM

Email resume to admin@ulei.edu.tt

[\[View file #2611 online\]](#)



**JOIN OUR
TEAM!**

WE ARE LOOKING FOR:

Administrative Assistants

REQUIREMENTS:

- Must be over 25 years
- Minimum of 5 CSEC & 2 CAPE passes or equivalent.
- Positive Attitude
- Excellent Interpersonal skills
- Detail oriented
- Computer Literate
- Available to work on a Saturday

Send your resumes to:
admin@ulei.edu.tt



12. ASSISTANT CLAIMS INSPECTOR Wanted at Colfire

ASSISTANT CLAIMS INSPECTOR Wanted at Colfire

ASSISTANT CLAIMS INSPECTOR

The Assistant Claims Inspector will be expected to always be efficient, fair and reasonable in our claim settlements, co-ordinate claims inspecting activities within the Claims Department while providing exceptional service. He/she must always realistically value claims made for motor damage compensation while promoting great teamwork within the Claims Team and organization.

QUALIFICATIONS/EDUCATION & EXPERIENCE REQUIREMENTS

- Pursuing Degree or
- Four (4) A' Levels and seven (7) O' Level qualifications including Mathematics and English
- Professional qualification in Insurance, Risk Management or Claims will be an asset
- Minimum one (1) year experience in a technical or automotive related field will be an asset

REQUIRED SKILLS

- Proficiency in the use of Microsoft Office applications
 - Excellent customer service skills
 - Excellent communication and interpersonal skills are essential
 - Good problem solving and decision making-skills
 - Able to meet deadlines and work with minimal supervision in a fast-paced environment
- Interested persons can email their resume to joinourteam@colfire.com by 4:00pm, Wednesday 20th July 2022. In your application, clearly indicate the position and location for which you are to be considered.

[\[View file #2612 online\]](#)

VACANCY



We're hiring

CALL 800-CARE | COLFIRE.COM

COLFIRE
COVERS

13. Brand Management Specialist Wanted

Brand Management Specialist Wanted

Brand Management Specialist Wanted

[\[View file #2613 online\]](#)

join your team

WE ARE HIRING!

Solis CREDIT

Brand Management Specialist

To excel in this role, you must be a creative thinker and an excellent communicator with exceptional networking and analytical skills.

Qualifications & Experience:-

- Holder of a BA in Business ManagementMarketing and/or related discipline.
- Seasoned professional with 5+ years experience in a similar role.
- An expert in Digital/Social Media Marketing and proficient in Microsoft Office Suite programs.
- Holder of a valid driver's licence with access to a reliable vehicle.

TO APPLY

Email your resume to:
hr@bayshorefinancett.com

www.soliscredit4u.com

Unsuitable applicants will not be acknowledged.

14. Category manager Wanted at SuperPharm

Category manager Wanted at SuperPharm

JOIN OUR TEAM!

SuperPharm Limited is searching for a customer focused and solutions driven Leader in the below field who values and drives collaboration and leads with agility and creativity in a dynamic environment.

Category Manager -

The Category Manager will manage the profitable growth and optimization of resources necessary to support a group of assigned categories. Leading and driving implementation of CM Strategies and activities that enhance SPL's revenue growth and long-term strategic positioning. Drives traffic & sales to all Stores through product assortment, pricing, and various other CM Strategies.

Please follow the link to apply: <https://www.superpharm.co.tt/careers> OR resumes can be sent to hr@superpharmtt.com

[\[View file #2614 online\]](#)

JOIN OUR TEAM!

SuperPharm Limited is searching for a customer focused and solutions driven Leader in the below field who values and drives collaboration and leads with agility and creativity in a dynamic environment.

Category Manager

The Category Manager will manage the profitable growth and optimization of resources necessary to support a group of assigned categories. Leading and driving implementation of CM Strategies and activities that enhance SPL's revenue growth and long-term strategic positioning. Drives traffic & sales to all Stores through product assortment, pricing, and various other CM Strategies.

Please include the position you are applying for in the Email Subject.

**Send your resume to
hr@superpharmtt.com**

SuperPharm
Your Prescription of Trust

15. Delivery Driver Wanted

Delivery Driver Wanted

We are looking for a sweet soul who's interested in delivering booch to our retailers ☐☐
If interested please message us at 709-6046 (WhatsApp only).

[\[View file #2615 online\]](#)

NOW HIRING

DELIVERY DRIVER

JOIN OUR TEAM!

THE (hungry) PLANT LADY

REQUIREMENTS:

- Friendly
- 3 years driving experience (minimum)
- Punctual
- Professional

LOCATION:
Trinidad - all areas

SEND US A MESSAGE
868 709 6046

***THIS IS A PART TIME POSITION**

16. Delivery Driver Wanted

Delivery Driver Wanted

We are looking for a sweet soul who's interested in delivering booch to our retailers ☐☐

If interested please message us at 709-6046 (WhatsApp only).

[\[View file #2616 online\]](#)



NOW HIRING

DELIVERY DRIVER

JOIN OUR TEAM!

THE (hungry) PLANT LADY

LOCATION:
Trinidad - all areas

REQUIREMENTS:

- Friendly
- 3 years driving experience (minimum)
- Punctual
- Professional

SEND US A MESSAGE
868 709 6046

***THIS IS A PART TIME POSITION**

17. Digital Strategist Wanted at SuperPharm

Digital Strategist Wanted at SuperPharm

JOIN OUR TEAM!

Digital Strategist

The Digital Strategist will play a pivotal role in reshaping the online personality of the SuperPharm and Presto brands. He/She will need to manage and manoeuvre between our various digital channels to assist our company in reaching specific goals, both Marketing and Sales

Education/Training/Experience:

- Proven work experience of at least 3 years as a Digital marketing strategist or Social Media Management.
 - Experience implementing and optimizing Google Ad campaigns
 - Solid knowledge of analytics tools such as Google Analytics, Facebook analytics.
 - Hands on experience with online marketing tools and practices
 - Experience using Adobe Creative Suite would be an asset
- [\[View file #2617 online\]](#)

JOIN OUR TEAM!

The Digital Strategist will play a pivotal role in reshaping the online personality of both the SuperPharm and Presto brands.

He/She will need to manage and manoeuvre between our various digital channels to assist our company in reaching specific goals, both Marketing & Sales.

Education/Training/Experience:

- Proven work experience of at least 3 years as a Digital marketing strategist or Social Media Management.
- Experience implementing and optimizing Google Ad campaigns
- Solid knowledge of analytics tools such as Google Analytics, Facebook analytics.
- Hands on experience with online marketing tools and practices
- Experience using Adobe Creative Suite will be an asset

Digital Strategist

SuperPharm Limited is searching for a **People-Focused & Solutions-Driven Professional**

in the digital field who values and embraces collaboration, achieves all milestones and performs with utmost integrity.

Send your resume to hr@superpharmtt.com

SuperPharm

Your Prescription of Trust

18. Female Sales Person Needed - \$30 per hour

Female Sales Person Needed - \$30 per hour

Female Sales Person Needed - \$30 per hour

[\[View file #2618 online\]](#)



**Grade-1
PVC**
CEILING ENTERPRISE LTD

Female
Sales Person Needed
Maths & English
Uriah Butler Highway
Starting @ \$20 Per/Hr
Whatsapp 468 5978
For more Details

19. Filed Service Technician Vacancy

Filed Service Technician Vacancy

We're hiring a field service technician!

Must be certified and own a vehicle. Please read post for all requirements and how to apply!

[\[View file #2619 online\]](#)

WE ARE HIRING

Field Service Technician

Requirements :

- Technical certification
- Ability to troubleshoot, install and test products
- Strong technical and mechanical skills
- Fix defective or broken products
- Knowledge of equipment and tools used in the industry
- Must own vehicle
- Must be able to provide certificate of character

Send Your CV Now!

Email: service@dsm-ltd.com



20. Front of House Server Vacancy in Maraval

Front of House Server Vacancy in Maraval

WE ARE HIRING!!!

►FRONT OF HOUSE SERVER

...

Job Requirements:

- At least 3 O'levels
- Must possess great Customer Service and People skills
- 2 Years of Food Service experience
- 1 year of Wait Service experience
- Ability to take orders accurately and efficiently whilst making recommendations
- Ability to sell and upsell
- Able to efficiently work the order system
- Dependable & Hardworking
- Adaptable to a fast pace environment with attention to detail
- Team player

...

Apply now by emailing your resume to

☐☐boomerangcafett@gmail.com

[\[View file #2620 online\]](#)

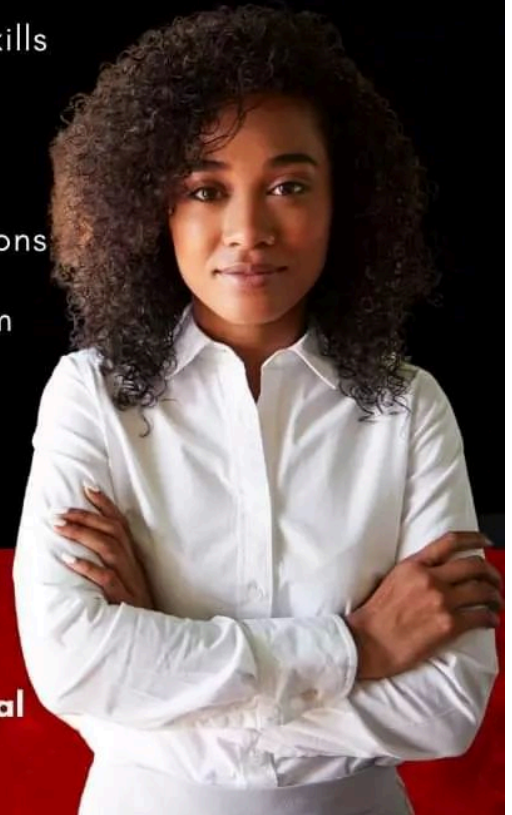
NOW HIRING

FRONT OF HOUSE SERVER



JOB REQUIREMENTS

- At least 3 O'levels
- Must possess great Customer Service skills and Warm and Welcoming Personality
- 2 Years Food Service experience
- 1 year Wait Service experience
- Ability to take orders accurately and efficiently whilst making recommendations
- Ability to sell and upsell
- Able to efficiently work the order system
- Dependable & Hardworking
- Adaptable to a fast pace environment with attention to detail
- Team player



APPLY NOW

EMAIL: boomerangcafette@gmail.com
or DELIVER: 121 Long Circular Road, Maraval

21. Junior Accounts Clerk Vacancy

Junior Accounts Clerk Vacancy

Junior Accounts Clerk Vacancy
[\[View file #2621 online\]](#)



RECRUITING

JUNIOR ACCOUNTS CLERK

REQUIREMENTS

- ✓ At least 2 years experience in a similar position
- ✓ Experience with Peachtree accounting software
- ✓ Must possess excellent organizational skills
- ✓ Must be a team player with exceptional communication skills
- ✓ 25 years and over

TO APPLY

Email your resume
and photo to

modealivehr@gmail.com

DEADLINE FOR APPLICATIONS:
FRIDAY 29TH JULY, 2022

22. 3 Vacancies - Cook - Kitchen Assistant and Cashier wanted

3 Vacancies - Cook - Kitchen Assistant and Cashier wanted

Come Join Our Team!

We're looking for people who can handle the heat... and bring the heat!
If that's you, send your application to brewsbistro.tt@gmail.com.

#hiringnow #foodservicejobs #piarcointernationalairport

[\[View file #2622 online\]](#)

WE'RE HIRING

Cook Kitchen Assistant Cashier

Send your resume to
brewsbistro.tt@gmail.com



23. Sales Rep Wanted at Janouras

Sales Rep Wanted at Janouras

We're hiring!

.
Janouras Custom Design Limited is currently looking for a representative to join our Sales Team!

.
The Sales Representative will focus on proactively prospecting for new business opportunities. The role involves business development, account management, and client presentations. We are looking for an energetic, confident, self-starter with a flair for fashion and a consultative sales approach to gaining new clients.

Previous sales experience will be an asset.

Full-Time Employment & Great Benefits! - Health and Pension Plans

.
Apply to:

The Human Resource Manager
Janouras Custom Design Limited
E-mail: hr@janouras.com

.
#janourastt #corporatefashion #corporateuniforms #uniformswithstyle #trinidad
[\[View file #2623 online\]](#)



WE ARE HIRING!

JOIN OUR TEAM

Position

Sales Representative

Apply to:
The Human Resource Manager
Janouras Custom Design Limited
E-mail: hr@janouras.com

Get to know us:
www.janouras.com



24. Kitchen Assistant Cashier wanted

Kitchen Assistant Cashier wanted

Kitchen Assistant Cashier wanted

[\[View file #2624 online\]](#)

WE'RE HIRING

Cook Kitchen Assistant Cashier

Send your resume to
brewsbistro.tt@gmail.com



25. Machinist Job Details

Machinist Job Details

We are hiring!

Are you looking for a job AND fit the qualifications listed above?

Then email us your resume at recruiting@drampersad.com to join our team today.

[\[View file #2625 online\]](#)



Job Vacancy

JOB POSITION

- AN EXPERIENCED AND DYNAMIC TEAM PLAYER TO FILL THE ROLE OF A **MACHINIST**
- THE JOB ENTAILS GENERAL MACHINING WHICH INCLUDE REVERSE ENGINEERING OF COMPONENT PARTS FOR STATIC AND ROTATING EQUIPMENT. EXPERIENCE WITH IN-SITU MACHINING WOULD BE AN ADDED BENEFIT.

EDUCATION & EXPERIENCE

- M.E.T OR MACHINING TECHNICAL CERTIFICATION OR COMPLETION OF AN APPROVED APPRENTICE PROGRAM OR EQUIVALENT.
- THREE (3) YEARS OR MORE EXPERIENCE IN PRECISION TURNING/ MILLING/ BENCH FITTING/BORING MILL OPERATION OR A COMBINATION OF ALL OF THE ABOVE.
- MACHINE SHOP EXPERIENCE WITH A STRONG MECHANICAL APTITUDE.
- FAMILIAR WITH TRADE RELATED TOOLS, CUTTING SPEEDS, INFORMATION RESOURCES AND PRECISION MEASURING INSTRUMENTS.
- ANY OTHER SPECIALIZED TRAINING APPLICABLE TO THE INDUSTRY WILL BE AN ASSET.



NOTE:

- **QUALIFIED APPLICANTS ONLY. PLEASE NOTE: WE APPRECIATE ENTHUSIASM AND INTEREST IN THIS POSITION BY ANY PARTY WISHING TO APPLY, BUT RESPECTFULLY REQUEST THAT RESUMES BE E-MAILED TO RECRUITING@DRAMPERSAD.COM**

26. Machinist Wanted at D Rampersad..

Machinist Wanted at D Rampersad..

We are hiring!

Are you looking for a job AND fit the qualifications listed above?

Then email us your resume at recruiting@drampersad.com to join our team today.

[\[View file #2626 online\]](#)



Job Vacancy

WE ARE HIRING!

JOB POSITION

- AN EXPERIENCED AND DYNAMIC TEAM PLAYER TO FILL THE ROLE OF A **MACHINIST**

CONTACT US TODAY AT:

Human Resource Manager
recruiting@drampersad.com

27. Male Security Officers

Male Security Officers

Male Security Officers

[\[View file #2627 online\]](#)

MALE SECURITY OFFICERS

Wanted to work in
Port-of-Spain and Environs.
Please send applications to:

Liquor Station
#10 St. Lucien Road,
Petit Valley

Or sealy360@gmail.com

Or WhatsApp 721-2514
from 8:00am to 1:00pm.



28. Male Supermarket Promotional Ambassadors

Male Supermarket Promotional Ambassadors

Application link <https://zfrmz.com/XD4cbt4XVEIWNoy6R4nZ>.
[\[View file #2628 online\]](#)



TWISTED
Imaginations

is recruiting

MALE SUPERMARKET PROMOTIONAL AMBASSADORS

REQUIREMENTS:

- A pleasant attitude**
- Between the ages of 17 - 35**
- Sales experience/Willing to accept sales training**
- Ability to work flexible hours & weekends**

ALL applicants must apply via the LINK in the CAPTION
Applications submitted via email or Facebook Messenger will NOT be considered



29. Office Manager wanted at ██████████

Office Manager wanted at ██████████

████████ ██████████ █████ ████████████████████! ████████████████████ ████████████████████,

JOB SUMMARY:

To provide the full range of operations and administrative support to the TTCSI. The Office Manager is responsible for administrative activities, membership and stakeholder engagements along with responsibility for implementing a comprehensive range of activities that strengthens the work of the TTCSI.

For additional details of the position including the job description go to www.ttcsi.org

[\[View file #2629 online\]](#)



we are

HIRING!



OFFICE MANAGER

To provide the full range of operations and administrative support to the Trinidad and Tobago Coalition of Services Industries. The Office Manager is responsible for administrative activities, membership and stakeholder engagements along with responsibility for implementing a comprehensive range of activities that strengthens the work of the TTCSI.

The ideal candidate must possess

- Associate degree in business administration, communications, or a related field.
- The professional must have the capacity to manage the administrative and operations of the TTCSI.
- Microsoft Office suite, including Peachtree accounting software, and strong oral and written communication skills.
- A level of flexibility will be an asset and the candidate must possess a minimum accounting qualification of ACCA Level II or equivalent and at least 5 years' experience in a similar position.
- Strong organizational and administrative skills.
- Permanent position based in Woodbrook, Trinidad.

Deadline for applications – 25th July 2022. Send applications to ceo@tcsi.org

**Unsuitable applications will not be acknowledged.
Full details of the job description is available on www.tcsi.org**

30. Slaes Clerk Vacancy

Slaes Clerk Vacancy

Slaes Clerk Vacancy
[\[View file #2630 online\]](#)

VACANCY

Sales Clerk

Send Resume to: hr.jebelleboutique@gmail.com

Hand Delivered Applications will not be accepted.

Requirements:

- Applicants must be 25 years or older
- 3-5 CXC O'levels (Math and English included)
- 3 Years Retail Sales Experience
- Computer and Social Media Literate
- Exceptional Customer Service and Communication Skills
- Creative and Organized with a sense of Fashion

Unsuitable applicants will not be acknowledged.

31. Warehouse Attendant Driver Wanted - \$30 per Hour

Warehouse Attendant Driver Wanted - \$30 per Hour

Warehouse Attendant Driver Wanted - \$30 per Hour

[\[View file #2631 online\]](#)

Warehouse Attendant Driver WANTED

Heavy T license
Whatsapp 265 1743
\$30 per/hr

32. Office Manager wanted at ██████████

Office Manager wanted at ██████████

Office Manager wanted at ██████████
[\[View file #2643 online\]](#)



The advertisement features the TTCSI logo on the left, which includes a stylized 'T' and 'C' with a triangle inside. To the right, the text 'we are HIRING!' is displayed in a blue speech bubble, with 'HIRING!' in large white letters. Below this, the words 'OFFICE MANAGER' are written in large red letters. The background is light blue with silhouettes of four people in business attire on the right side.

To provide the full range of operations and administrative support to the Trinidad and Tobago Coalition of Services Industries. The Office Manager is responsible for administrative activities, membership and stakeholder engagements along with responsibility for implementing a comprehensive range of activities that strengthens the work of the TTCSI.

The ideal candidate must possess

- Associate degree in business administration, communications, or a related field.
- The professional must have the capacity to manage the administrative and operations of the TTCSI.
- Microsoft Office suite, including Peachtree accounting software, and strong oral and written communication skills.
- A level of flexibility will be an asset and the candidate must possess a minimum accounting qualification of ACCA Level II or equivalent and at least 5 years' experience in a similar position.
- Strong organizational and administrative skills.
- Permanent position based in Woodbrook, Trinidad.

Deadline for applications – 25th July 2022. Send applications to ceo@ttcsi.org

**Unsuitable applications will not be acknowledged.
Full details of the job description is available on www.ttcsi.org**

33. Sales Associate Needed with Hair and Makeup Skills

Sales Associate Needed with Hair and Makeup Skills

Location: Valpark Shopping Plaza

[\[View file #2644 online\]](#)



we're hiring!

OPEN POSITION
Sales Associate

REQUIREMENTS

- 2 References
- Must have experience in sales and the beauty industry
- Must be able to do hair and/or makeup

JOIN OUR TEAM
CONTACT US: 323-3526
labellezzabeautytt@gmail.com



34. Sous Chef, Line Cook, Bar Tender, WaitStaff, Cashier and Steward

Sous Chef, Line Cook, Bar Tender, WaitStaff, Cashier and Steward

Sous Chef, Line Cook, Bar Tender, WaitStaff, Cashier and Steward

[\[View file #2645 online\]](#)

Career Opportunities

Kapok HOTEL
TRINIDAD, TT

We are looking for
Passionate and Committed people to
JOIN OUR TEAM!

KAVA 

**SOUS CHEF, LINE COOK, BARTENDER,
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