

## 23rd of July 2022 Trinidad and Tobago Vacancies Table Of Content

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1. Account Executive Vacancy in the Sales and Strategy Department

## **Account Executive Vacancy in the Sales and Strategy Department**

We're Hiring! We are currently inviting applications for the following vacant position of Account Executive

To apply, please email your resume to [careers@cunacaribbean.com](mailto:careers@cunacaribbean.com). Learn more about these positions at <http://cunacaribbean.com/trinidad-careers/>  
Deadline: Wednesday 3rd August 2022

[\[View file #2872 online\]](#)



# Account Executive

SALES & STRATEGY DEPARTMENT

Visit: [cunacaribbean.com/trinidad-careers](https://cunacaribbean.com/trinidad-careers) for more information.

Send your resume to : [careers@cunacaribbean.com](mailto:careers@cunacaribbean.com)

A member of  CUNA MUTUAL GROUP

## 2. Accounting Officer Vacancy

### **Accounting Officer Vacancy**

☐☐Were Hiring☐☐

IRP is looking for an Accounting Officer.

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

[\[View file #2873 online\]](#)



## WE'RE HIRING!

### POSITION AVAILABLE

### ACCOUNTING OFFICER - PAYABLES

#### Position Overview

The position will be responsible for ensuring that vendor accounts are processed accurately on a daily basis, providing Management with information and reports that provide a true reflection of the aged payables.

#### RESPONSIBILITIES:

- Verify all purchase invoices from all departments for data entry and payment processing via Share Point.
- Compile the complete supplier payment package and verifying all necessary approvals and documentation received before processing payments.
- Post invoices into the Accounts Payable module in SAGE 100.
- Batch invoices via Adobe for online payment approval and release by signatories
- Balance AP GL with sub ledger.
- Request and reconcile vendor accounts on SAGE to their statement monthly. Query all invoices due for payment which has not been received.
- Provide the Accountant with the aged payable's due weekly, so payments can be planned.
- Forward cheques to the Directors for signature upon approval from Accountant and Finance Manager.
- Maintain contact with all suppliers with reference to all queries and request for statements for reconciliation.
- Book online & credit card payments in SAGE.
- Prepare Petty Cash Spreadsheets and reimbursements.
- Prepare and enter all Comptrollers Payments daily.
- Post all GL Journals in SAGE and update Transaction Registers.
- Reconcile GL accounts and maintain intercompany schedules.
- File all documents in proper sequence.
- Provide relief support for the Accounts Receivables function when team members are absent from work.
- Any other related duties as required by the job function.

#### REQUIRED EXPERIENCE

- 2-3 years' work experience in an Accounts Payable Role.
- Prior experience Posting Purchase Orders, and Cheque Preparation.
- Ability to track and prepare AP Reports.
- Strong analytical skills.
- Excellent Customer Relationship skills.
- Strong organization skills and attention to detail.
- PC Proficiency and Data Entry Skills.
- Knowledge and experience handling Petty Cash.
- Experience working in a fast pace, dynamic environment.
- Highly self-driven, motivated and directed with keen attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.

#### REQUIRED EDUCATION:

- 5 CXC Passes including Mathematics, English, and Principles of Accounting.
- ACCA Level II or Equivalent.
- Certificate and/or Experience using an Accounting software.

**APPLY TODAY**



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



**868 674 0693/4**

### 3. Appliance Field Service Technician Vacancy

## Appliance Field Service Technician Vacancy

Employer/ Facebook page: D.S. Maharaj Limited

We're hiring an Appliance Field Service Technician!  
Must own a vehicle and provide certificate of character.  
Email resumes to apply!

[\[View file #2874 online\]](#)



# WE'RE HIRING



## APPLIANCE FIELD TECHNICIAN

- Skilled in refrigeration, stove, AC and other appliance repairs
- Ability to troubleshoot, install and test products
- Strong technical and mechanical skills repairing appliances
- 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

Apply Now

EMAIL RESUMES

[admin@dsm-ltd.com](mailto:admin@dsm-ltd.com)



4. CUSTOMER SERVICE ASSOCIATE Wanted

## CUSTOMER SERVICE ASSOCIATE Wanted

HIRING NOW! CUSTOMER SERVICE ASSOCIATE needed!

Send your resume to [admin@lazuriapparel.com](mailto:admin@lazuriapparel.com) by July 31st.

Tel: 868 612-3617

#lazuriapparel

#jobalert

#trinidadandtobago

[\[View file #2875 online\]](#)



**CUSTOMER SERVICE ASSOCIATE**

**Needed for Factory Outlet in Mt Hope.**

**Attractive Remuneration, Full-time Employment**

**Email your resume to [admin@lazuriapparel.com](mailto:admin@lazuriapparel.com)**

**by Sunday 31<sup>st</sup> July, 2022.**

5. Data Entry & Admin Clerk and Showroom Staff

## Data Entry & Admin Clerk and Showroom Staff

We're hiring! Looking for amazing people to join our team. We are currently hiring a Data Entry & Admin Clerk and Showroom Staff. Apply now at [mannasupply@hotmail.com](mailto:mannasupply@hotmail.com)!

[\[View file #2876 online\]](#)



# WE ARE HIRING!



Showroom Staff

Data Entry & Admin Staff



[mannasupply@hotmail.com](mailto:mannasupply@hotmail.com)

6. Experienced Sous Chef Wanted at MovieTown

## Experienced Sous Chef Wanted at MovieTown

Join the MovieTowne Team today! Send all resumes to [bbaldeo@movietowne.com](mailto:bbaldeo@movietowne.com).

[\[View file #2877 online\]](#)

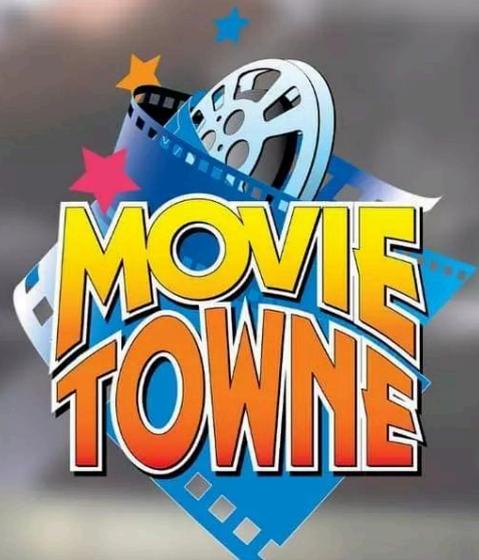
We Are

# HIRING

## AN EXPERIENCED SOUS CHEF

Kindly submit all resumes to:

***BBALDEO@MOVIETOWNE.COM***



7. Furniture Plus is seeking Internal Auditors

## Furniture Plus is seeking Internal Auditors

Employer / Facebook page: Furniture Plus

WE'RE HIRING: Auditors

This is your chance to be part of our team!

Interested? Submit your resume to [hrm@fplustt.com](mailto:hrm@fplustt.com)

We look forward to your application.

[\[View file #2878 online\]](#)



**Minimum Requirements:**

- Five (5) GCE/CXC subjects including Mathematics and English
- Accounting background will be an asset
- Mature, Analytical and Articulate
- Excellent Interpersonal and Communication skills
- Ability to work as part of a team to accomplish departmental goals
- Ability to complete work in fast pace environment as per the process under minimum supervision
- Inventory / Stock Taking Experience will be an asset but not mandatory
- Ability to complete work as per the process under minimum supervision
- Must be Computer Literate and knowledgeable of Microsoft Office (Excel)
- Problem Solving skills will be an asset
- Available to work long hours and multiple locations

Interested persons can submit their resume to [hrm@fplustt.com](mailto:hrm@fplustt.com)

8. ICT Vacancy at Central Administrative Services Tobago

## ICT Vacancy at Central Administrative Services Tobago

We're Hiring☐☐.

Email your Resumes to  
[samaroos@samaroosgroup.com](mailto:samaroos@samaroosgroup.com)

Please state the position you are applying for in the  
email

[\[View file #2879 online\]](#)



**CENTRAL ADMINISTRATIVE SERVICES TOBAGO**  
P.O. Box 199, Orange Hill Road, Lower Scarborough, Tobago  
Telephone No. 639 2652/7 Fax No. 639 2505 Email: [opm-cast@gov.tt](mailto:opm-cast@gov.tt)

# VACANCIES

Applications are invited from suitably qualified persons to fill the following positions, on contract, at the Central Administrative Services Tobago.

**Information and Communications Technology (ICT) Support Officer**  
**Junior Planning Officer**

Please **email** your application letter along with a detailed Curriculum Vitae and the names and contacts of two (2) references to:

Director, Human Resources Central Administrative Services Tobago  
P.O. Box 199, Orange Hill Road Lower Scarborough, Tobago

[opm-cast@gov.tt](mailto:opm-cast@gov.tt)

Closing date for the receipt of all applications:  
**Wednesday 3rd August, 2022**

To download the full job description, please visit [www.cast.gov.tt](http://www.cast.gov.tt)

## 9. Inventory Control Specialist Vacancy

## Inventory Control Specialist Vacancy

Inventory Control Specialist Vacancy

[\[View file #2880 online\]](#)**Position: Inventory Control Specialist (Full Time - Salary)****Business: Samaroo's Limited****Location: 49 Boundary Rd, San Juan****Responsibilities include but not limited to:**

- Re-organize structure of warehouse to match product categories and product sub-categories created for Point of Sales (POS) System
- Establish logistics system for each rack/section where products are stored in warehouse
- Organize products within warehouse to increase efficiency
- Establish standard operating procedures (SOPs) for how each warehouse should send and receive orders
- Train new warehouse clerks on SOPs developed for managing inventory with support of Warehouse Manager
- Monitor all sales transactions of Samaroo's retail store (San Juan and South retail locations) and inventory levels of each store on daily basis
- Implement barcode scanning of products in warehouse
- Provide detailed inventory reports to Managing Director and Purchasing to identify product re-order points
- Liaise with each retail store Managers via e-mail and POS system to ensure retail store inventory is always up to date and accurate
- Generate labels for products without barcode labels using POS software and label printer
- Submit detailed weekly reports to management

**Qualifications must include:**

- Bachelor's Degree or equivalent
- At least 1-2 years of work practical work experience
- Proficient in Microsoft Office (Word, Excel, Power Point)
- Knowledge of inventory management preferred
- Experience with POS or ERP software preferred
- Self starter with minimal supervision
- Team player
- Strong organizational skills
- High level of attention to detail
- Strong sense of urgency & self starter
- Quick learner & passionate about job
- Analytical thinker & problem solver
- Excellent written and verbal communications skills
- Excellent time management skills

Salary will commensurate based on experience.

Email resumes to [samaroos@samaroosgroup.com](mailto:samaroos@samaroosgroup.com)

10. Junior In-Store positions for our stores in - Trincity Mall - Long Circular Mall and El Socorro

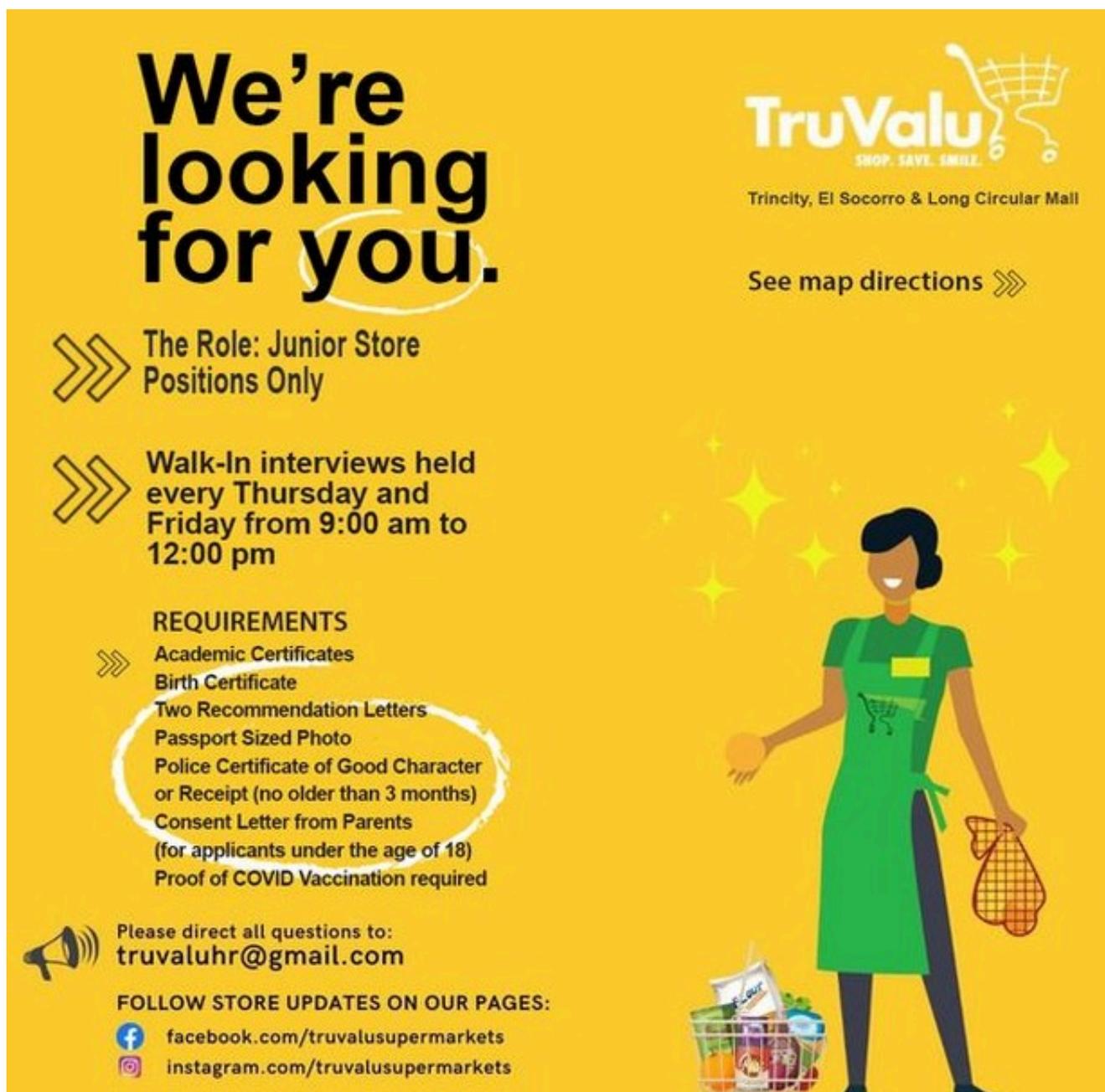
## Junior In-Store positions for our stores in - Trincity Mall - Long Circular Mall and El Socorro

For those who asked, we're looking for Junior In-Store positions for our stores in:

- Trincity Mall
- Long Circular Mall and
- El Socorro

Take a look at the attached info and Map for more info!

[\[View file #2881 online\]](#)



**We're looking for you.**

**TruValu**  
SHOP. SAVE. SMILE.  
Trincity, El Socorro & Long Circular Mall

See map directions >>>

>>> **The Role: Junior Store Positions Only**

>>> **Walk-In interviews held every Thursday and Friday from 9:00 am to 12:00 pm**

**REQUIREMENTS**

- >>> Academic Certificates
- Birth Certificate
- Two Recommendation Letters
- Passport Sized Photo
- Police Certificate of Good Character or Receipt (no older than 3 months)
- Consent Letter from Parents (for applicants under the age of 18)
- Proof of COVID Vaccination required

Please direct all questions to:  
**truvaluhr@gmail.com**

**FOLLOW STORE UPDATES ON OUR PAGES:**

- facebook.com/truvalusupermarkets
- instagram.com/truvalusupermarkets

Illustration of a smiling woman in a green apron holding a shopping basket and a mesh bag, with a shopping cart icon above her.

11. Lazuri Apparel needs EXPERIENCED STITCHERS

## Lazuri Apparel needs EXPERIENCED STITCHERS

HIRING NOW! EXPERIENCED STITCHERS needed!

Send your resume to [admin@lazuriapparel.com](mailto:admin@lazuriapparel.com) by July 31st.

Tel: 868 612-3617

#lazuriapparel

#jobalert

#trinidadandtobago

[\[View file #2882 online\]](#)



**EXPERIENCED STITCHERS**

**Needed for Garment Factory in Mt Hope.**

**Attractive Remuneration, Full-time Employment**

**Call 612-3617**

or

Send your applications to [admin@lazuriapparel.com](mailto:admin@lazuriapparel.com)  
by Sunday 31<sup>st</sup> July, 2022.

12. Online Teachers Wanted

## Online Teachers Wanted

Employer/ Facebook page: Guided Learning

△We're Hiring!!!!!!!

Our classes are growing which means our staff has to grow also! ☐☐

If you have a passion for guiding students towards success.. Then Guided Learning is the place for you.

[\[View file #2883 online\]](#)



# WE ARE HIRING

## Part time Teachers (Online)



### Requirements:

- \*Must possess a degree in the relevant subject area
- \*Be passionate about teaching
- \*Have thorough knowledge of the syllabus

### Subjects:

#### S. E. A:

Language Arts

Mathematics

Creative Writing

#### CSEC:

Mathematics

Social Studies

POA / POB / OA

Integrated Science

EMAIL YOUR RESUME TO:  
[guidedlearning101@gmail.com](mailto:guidedlearning101@gmail.com)



13. REGIONAL SALES MANAGER Vacancy

## **REGIONAL SALES MANAGER Vacancy**

NEW VACANCY!

POSITION: REGIONAL SALES MANAGER

LOCATION: TRINIDAD

Submit all applications to: <https://bit.ly/3Poy46q>

For more details, click the following link: <https://bit.ly/3zmWOGH>

APPLICATIONS CLOSE: July 29th 2022

[\[View file #2884 online\]](#)

# We're Hiring!

**RAMPS**  
LOGISTICS

## Regional Sales Manager

*International Applications Accepted!*

Must have demonstrated capability with:

- Prospecting
- Pipeline Management
- Sales Reporting
- Managing and motivating regional sales staff



Trinidad

[recruitment.tt@rampslogistics.com](mailto:recruitment.tt@rampslogistics.com)

14. Sales Rep Wanted at Omega Pest Management

## **Sales Rep Wanted at Omega Pest Management**

Certificates and diplomas are not as important to us as experience, ability and the willingness to learn, people!

Are you a natural leader?

Can you communicate effectively in writing?

And is marketing/selling and building customer relationships part of your DNA?

If you think you've got what it takes, then take a shot at impressing us!

Hey, you never know.

Email us with a functional resume and cover letter today

.

[\[View file #2885 online\]](#)



WE  
ARE  
HIRING

## Sales Representative

### Requirements

The ideal candidate is a disciplined individual with work experience, who is a natural leader with a flair for building company-client relationships. If you can communicate effectively in writing, speak persuasively and have the ability to read and comprehend unfamiliar material, readily grasp new concepts and communicate them with others, then this position is for you.

You must be able to measure and calculate area, volume and distances, do basic arithmetic and employ simple algebraic formulae with up to two missing variables.

Certificates and diplomas are not as important as experience, ability and willingness.

### Assets

The ability to create and label simple dimensioned sketches of buildings and create documents in MS Word and Excel. A valid manual driver's permit, minimum five years driving experience and a vehicle in good mechanical condition. Fluency in Spanish will ensure an advantageous position relative to other candidates, only if you have the other skills. Pest control experience is a distinct asset.

### Remuneration

An attractive compensation package which includes commissions, bonuses, staff savings plan, health plan and wellness programme is on offer. A Company mobile phone and travel allowance will be provided.

Email a functional resume and cover letter to:  
[massistant@pestmastertrinidad.com](mailto:massistant@pestmastertrinidad.com)

We're sorry, unsuitable applications will not be acknowledged.



## 15. Sign Language Tutor Vacancy

### Sign Language Tutor Vacancy

WE ARE HIRING ! ☐☐

J.Andrews Tutoring Services is hiring a

#signlanguageteacher ☐☐☐☐

Do you have what it takes to be a part of our team? ☐☐

Send your resume to [admin@jatutorstt.com](mailto:admin@jatutorstt.com) and you  
just might be the newest member of our #tutoringfamily

☐☐Maximizing potential through individual attention ☐☐

[\[View file #2886 online\]](#)

## JOB VACANCY

# Sign Language Tutor

### Requirements

- Fluent in both Trinidad and American Sign Language
- Must be certified
- Familiar with various online platforms
- A Flexible Schedule
- Prior teaching experience would be considered an asset

**SEND YOUR RESUME TO**

[admin@jatutorstt.com](mailto:admin@jatutorstt.com)



16. Wanted - Servers - Cashiers - Grill Chef

## **Wanted - Servers - Cashiers - Grill Chef**

Wanted - Servers - Cashiers - Grill Chef

[\[View file #2887 online\]](#)



# WE ARE HIRING

- *Grill Chef*
- Cashier
- Servers

FOR MORE INFO :

+1-868-685-2385

[KRYSTALIZEDBIZ@GMAIL.COM](mailto:KRYSTALIZEDBIZ@GMAIL.COM)

QUALIFIED & EXPERIENCED APPLICANTS  
MUST HAVE FOOD BADGE



17. Sales Representative Wanted in the West area

## Sales Representative Wanted in the West area

We're Hiring! Join our team.

Vacancy for a Sales Representative in the West area.

To apply send your resume via email to

[shop@aalaquis.com](mailto:shop@aalaquis.com)

[\[View file #2888 online\]](#)



 **A.A. LAQUIS**  
Health Care Solutions

**We're**  
**HIRING!**  
**Join Our Team**

**Sales Representative**  
**Area: West**

**Must be 25 years & over**

**To apply send your resume**  
**via email to:**  
**[shop@aalaquis.com](mailto:shop@aalaquis.com)**

**Subject: Sales Rep Vacancy**

18. Customer service representative wanted for a cell store.

### **Customer service representative wanted for a cell store.**

Customer service representative wanted for a cell store. Couva area. Email resumes to [kimselectronics@hotmail.com](mailto:kimselectronics@hotmail.com)

[\[View file #2889 online\]](#)

**OrdersWanted.com**  
**Start Selling Online for Free**  
**Manageable on Mobile**  
**Ecwid is Easy**

19. Doubles/Burger spot Day and night for rent at a popular bar in fyzabad

## **Doubles/Burger spot Day and night for rent at a popular bar in fyzabad**

Doubles/Burger spot Day and night for rent at a popular bar in fyzabad

359-3677 100/day

[\[View file #2890 online\]](#)

**OrdersWanted.com**  
Start Selling Online for Free  
Manageable on Mobile  
Ecwid is Easy

20. Post a Job Vacancy

## Post a Job Vacancy

Post a Job Vacancy

[\[View file #2891 online\]](#)

**OrdersWanted.com**  
Start Selling Online for Free  
Manageable on Mobile  
Ecwid is Easy

21. Post Your Job Vacancy

## Post Your Job Vacancy

Post Your Job Vacancy

[\[View file #2892 online\]](#)

**OrdersWanted.com**  
Start Selling Online for Free  
Manageable on Mobile  
Ecwid is Easy

22. Post Your Vacancy

## Post Your Vacancy

Post Your Vacancy

[\[View file #2893 online\]](#)

**OrdersWanted.com**  
Start Selling Online for Free  
Manageable on Mobile  
Ecwid is Easy

23. Upload Your Job Request Here

## Upload Your Job Request Here

Upload Your Job Request Here  
[\[View file #2894 online\]](#)

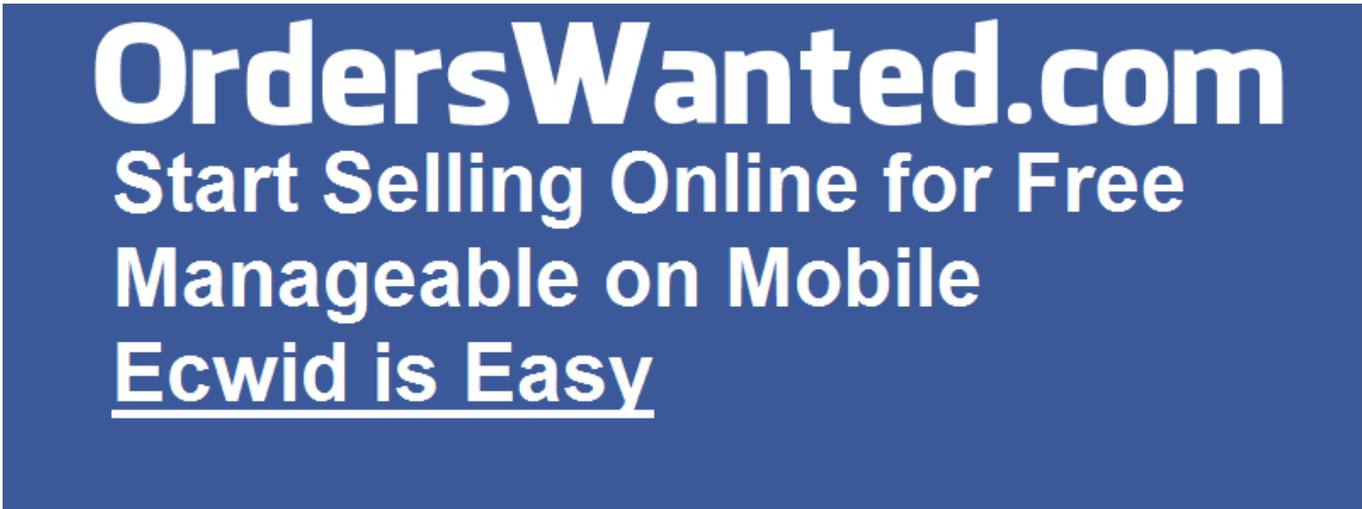
**OrdersWanted.com**  
Start Selling Online for Free  
Manageable on Mobile  
Ecwid is Easy

24. Your Ad Could Be Here

## Your Ad Could Be Here

Your Ad Could Be Here

[\[View file #2895 online\]](#)

A blue rectangular advertisement with white text. The text reads: "OrdersWanted.com", "Start Selling Online for Free", "Manageable on Mobile", and "Ecwid is Easy".

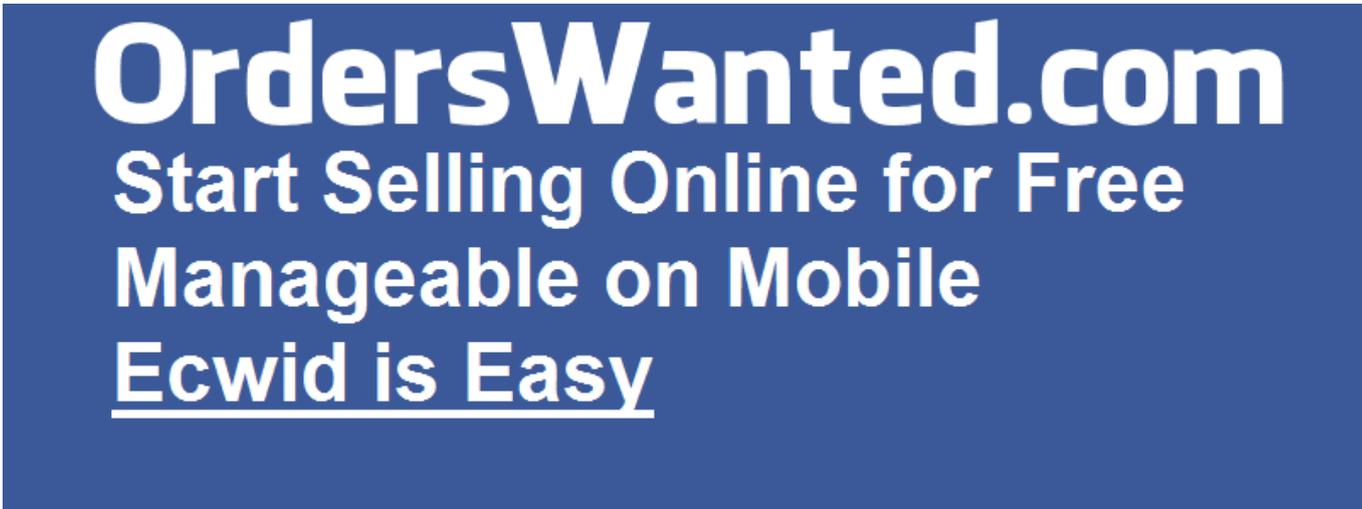
**OrdersWanted.com**  
Start Selling Online for Free  
Manageable on Mobile  
Ecwid is Easy

25. Your Ad Should Be Here

## Your Ad Should Be Here

Your Ad Should Be Here

[\[View file #2896 online\]](#)

A blue rectangular advertisement with white text. The text reads: "OrdersWanted.com", "Start Selling Online for Free", "Manageable on Mobile", and "Ecwid is Easy".

**OrdersWanted.com**  
Start Selling Online for Free  
Manageable on Mobile  
Ecwid is Easy

