

## 24th of July 2022 Trinidad and Tobago Vacancies Table Of Content

<b>1. Clerical Assistant Wanted at Sangre Grande Region Corporation</b>	3
<b>2. Clerical Assistant</b>	6
<b>3. Electrician Wanted at Sangre Grande Region Corporation</b>	9
<b>4. Health and Safety Officer Wanted at Sangre Grande Region Corporation</b>	12
<b>5. Information Technology Specialist Wanted at Sangre Grande Region Corporation</b>	15
<b>6. Janitor Wanted at Sangre Grande Region Corporation</b>	18
<b>7. Local Economic Development Assistant Wanted at Sangre Grande Region Corporation</b>	21
<b>8. Local Economic Development Officer Wanted at Sangre Grande Region Corporation</b>	24
<b>9. Machine Operator Wanted at Sangre Grande Region Corporation</b>	27
<b>10. Project Assistant Wanted at Sangre Grande Region Corporation</b>	30
<b>11. ServiceMan Wanted at Sangre Grande Region Corporation</b>	33
<b>12. Accounts CLerk - Cashier Wanted at Wizz Computers Ltd.</b>	36
<b>13. Customer Service Rep Wanted in Caroni Pharmacy</b>	37
<b>14. Customer Service Representative wanted in San Fernando</b>	38
<b>15. In-House Social Media Marketing Manager wanted at And Low Price Supermarket</b>	39
<b>16. MALE WAREHOUSE WORKERS Wanted</b>	41
<b>17. Medical Administrative Assistant wanted at the Claxton Bat Medical Centerl</b>	44
<b>18. Project Manager wanted in the Sustainable Development Goals (SDGs) Technical Coordinating Secretariat.</b>	45
<b>19. Waiter Waitress - Kitchen Attendant Wanted in Central</b>	47
<b>20. TemporaryClerk - Human Resources wanted at RHAND</b>	49
<b>21. Tobago - Fulltime and parttime Registered Pharmacist wanted</b>	50
<b>22. All Wonderful World Locations need - Customer Service Reps - Cashiers - Stock Room Attendants - In Store Replenishers - Roaming Visual Merchandisers</b>	51
<b>23. Appliance Service Tech Needed</b>	53
<b>24. Bartender -Waitresses Djs - wanted in La Romain</b>	54
<b>25. Cleaners and Janitors Wanted</b>	55
<b>26. In Person Tutors Needed by Company</b>	57
<b>27. Male Merchandiser Wantedat Coss Cutters Scarborough</b>	59
<b>28. Marketing Specialist Vacancy</b>	61
<b>29. Munch Kinds his hiring at all of it's locations</b>	62

**30. Part Time Sales Rep Wanted** ..... 63

**31. Public Relations Officer Wanted** ..... 64

**32. DoortoDoor is seeking Delivery Drivers** ..... 66

**33. Cleaner Wanted in Caroni** ..... 68

**34. Driver and Sales Man needed in San Fernando Bakery** ..... 69

**35. Experienced Baker needed in San Fernando Bakery** ..... 70

**36. Friendly Experienced Sales Clerk Wanted in POS Jewelry Store** ... 71

**37. Male Only Apprentice Needed in San Juan Manufacturing Company** ..... 72

**38. Office Assistant and Account Assistant Wanted** ..... 73

**39. Qualified Pharmacist Vacancy** ..... 74

**40. Stop N' Taste is seeking Cooks - Customer service Reps - Kitchen Assistants - Delivery Drivers** ..... 75

1. Clerical Assistant Wanted at Sangre Grande Region Corporation

## **Clerical Assistant Wanted at Sangre Grande Region Corporation**

Clerical Assistant Wanted at Sangre Grande Region Corporation

[\[View file #2897 online\]](#)

**SANGRE GRANDE REGIONAL CORPORATION**

Phone: 668-2488, ext – 107, Fax: 668-2942

**EMPLOYMENT OPPORTUNITY**

The Sangre Grande Regional Corporation invites applications from suitable qualified persons for the employment on Short-Term contract, for the undermentioned position

**CLERICAL ASSISTANT****JOB SUMMARY**

The Clerical Assistant will be required to perform a variety of clerical and administrative duties in accordance with the needs of the Department.

**RESPONSIBILITIES**

- Typing documents
- Photocopying and scanning
- Maintaining filing systems
- Answering and directing telephone calls
- Taking notes
- Other related office support duties

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Five (5) O'Levels (General Proficiency)
- At least two (2) years working experience in a similar capacity

**COMPETENCIES**

- Detail oriented
- Good interpersonal skills
- Effective time management and organizational skills
- Must be computer literate

Applications **MUST** be submitted with Curriculum Vitae, copies of Certificates and two (2) references addressed to:

**Chief Executive Officer**  
**Sangre Grande Regional Corporation**  
**Ramdass Street**  
**Sangre Grande**

**DEADLINE FOR SUBMISSION IS JULY 26<sup>TH</sup>, 2022**

*Unsuitable and late applications will not be acknowledge*



2. Clerical Assistant

## Clerical Assistant

Clerical Assistant  
[\[View file #2898 online\]](#)

**SANGRE GRANDE REGIONAL CORPORATION**  
Phone: 668-2488, ext – 107, Fax: 668-2942**EMPLOYMENT OPPORTUNITY**

The Sangre Grande Regional Corporation invites applications from suitable qualified persons for the employment on Short-Term contract, for the undermentioned position

**CLERICAL ASSISTANT****JOB SUMMARY**

The Clerical Assistant will be required to perform a variety of clerical and administrative duties in accordance with the needs of the Department.

**RESPONSIBILITIES**

- Typing documents
- Photocopying and scanning
- Maintaining filing systems
- Answering and directing telephone calls
- Taking notes
- Other related office support duties

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Five (5) O'Levels (General Proficiency)
- At least two (2) years working experience in a similar capacity

**COMPETENCIES**

- Detail oriented
- Good interpersonal skills
- Effective time management and organizational skills
- Must be computer literate

Applications **MUST** be submitted with Curriculum Vitae, copies of Certificates and two (2) references addressed to:

**Chief Executive Officer**  
**Sangre Grande Regional Corporation**  
**Ramdass Street**  
**Sangre Grande**

**DEADLINE FOR SUBMISSION IS JULY 26<sup>TH</sup>, 2022**

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3. Electrician Wanted at Sangre Grande Region Corporation

## **Electrician Wanted at Sangre Grande Region Corporation**

Electrician Wanted at Sangre Grande Region Corporation

[\[View file #2899 online\]](#)

**SANGRE GRANDE REGIONAL CORPORATION**  
Phone: 668-2488, ext – 107, Fax: 668-2942**EMPLOYMENT OPPORTUNITY**

The Sangre Grande Regional Corporation invites applications from suitable qualified persons for the employment on Short-Term contract, for the undermentioned position

**ELECTRICIAN****JOB SUMMARY**

The Electrician will be responsible for general upkeep and maintenance of all electrical activities on all the Corporation's building, grounds etc.

**RESPONSIBILITIES**

- General maintenance and serving of all electrical fixtures on all Corporation's assets
- Submit and follow up on application on behalf of the SGRC
- Conduct enquires on application and connections with the relevant agencies
- Prepare estimates for electrical works
- Verify safety of electrical components and ensure proper functioning of all electrical connection
- Conduct routine inspection on all electrical components

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- A Certificate/Diploma in Electrical Installation
- At least two (2) years working experience as an Electrician
- In possession of a Wireman's Licence

**COMPETENCIES**

- Ability to multi-task
- Good interpersonal skills
- Ability to liaise with other organizations and department

Applications **MUST** be submitted with Curriculum Vitae, copies of Certificates and two (2) references addressed to:

**Chief Executive Officer**  
**Sangre Grande Regional Corporation**  
**Ramdass Street**  
**Sangre Grande**

**DEADLINE FOR SUBMISSION IS JULY 26<sup>TH</sup>, 2022**

*Unsuitable and late applications will not be acknowledge*



4. Health and Safety Officer Wanted at Sangre Grande Region Corporation

## **Health and Safety Officer Wanted at Sangre Grande Region Corporation**

Health and Safety Officer Wanted at Sangre Grande Region Corporation

[\[View file #2900 online\]](#)



**SANGRE GRANDE REGIONAL CORPORATION**  
Phone: 668-2488, ext – 107, Fax: 668-2942

## **EMPLOYMENT OPPORTUNITY**

The Sangre Grande Regional Corporation invites applications from suitable qualified persons for the employment on Short-Term contract, for the undermentioned position

### **HEALTH & SAFETY OFFICER**

#### **JOB SUMMARY**

The Health & Safety Officer will be responsible for ensuring compliance with the Occupational Safety and Health Act by pursuing risk reduction and monitoring/maintain safe working conditions and practices.

#### **RESPONSIBILITIES**

- Assist in conducting safety audits and risk assessment
- Conduct regular inspections of equipment, the working environment and structures to ensure compliance with regulations to ensure the safety of members and staff.
- Recommend the necessary action to correct areas which are not in compliance with regulations
- Identify gaps and make recommendations to minimize the possibility of illness, injury or losses likely to occur from identified potential hazards involving systems, equipment, material, facilities or processes used.
- Ensure employees are provided with the necessary protective equipment
- Write reports on results of inspections and maintains health and safety records in accordance with legal requirements and approved standards

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- NBOSH/OSHA Certificate/Diploma
- Knowledge of the Occupational Safety & Health Act of Trinidad and Tobago
- At least three (3) years working experience in the field of Occupational Safety and Health

#### **COMPETENCIES**

- Analytical thinking
- Strong interpersonal skills
- Effective time management and organizational skills
- Knowledge of Microsoft Suite
- Ability to liaise with other Ministries/Department

Applications **MUST** be submitted with Curriculum Vitae, copies of Certificates and two (2) references addressed to:

**Chief Executive Officer**  
**Sangre Grande Regional Corporation**  
**Ramdass Street**  
**Sangre Grande**

**DEADLINE FOR SUBMISSION IS JULY 26<sup>TH</sup>, 2022**

*Unsuitable and late applications will not be acknowledge*



5. Information Technology Specialist Wanted at Sangre Grande Region Corporation

## **Information Technology Specialist Wanted at Sangre Grande Region Corporation**

Information Technology Specialist Wanted at Sangre Grande Region Corporation

[\[View file #2901 online\]](#)



**SANGRE GRANDE REGIONAL CORPORATION**  
Phone: 668-2488, ext – 107, Fax: 668-2942

## **EMPLOYMENT OPPORTUNITY**

The Sangre Grande Regional Corporation invites applications from suitable qualified persons for the employment on Short-Term contract, for the undermentioned position

### **INFORMATION TECHNOLOGY SPECIALIST**

#### **JOB SUMMARY**

The Information technology Specialist will be responsible for providing overall technical support in the operations and maintenance of the I.T infrastructure of the Sangre Grande Regional Corporation.

#### **RESPONSIBILITIES**

- Review diagnostics and assess the functionality and efficiency of systems
- Troubleshoot all technology issues
- Monitor security of all technology
- Offer technical support to all departments
- Install and update software and hardware as needed
- Anticipate and report the cost of replacing or updating computer items
- Other related duties

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree in Information Technology
- At least two (2) years working experience in the field of Information Technology
- Proficiency in Microsoft Office

#### **COMPETENCIES**

- Ability to multi-task
- Good interpersonal skills
- Knowledge of office equipment and computer software
- Confidential

Applications **MUST** be submitted with Curriculum Vitae, copies of Certificates and two (2) references addressed to:

**Chief Executive Officer**  
**Sangre Grande Regional Corporation**  
**Ramdass Street**  
**Sangre Grande**

**DEADLINE FOR SUBMISSION IS JULY 26<sup>TH</sup>, 2022**

*Unsuitable and late applications will not be acknowledge*





6. Janitor Wanted at Sangre Grande Region Corporation

## **Janitor Wanted at Sangre Grande Region Corporation**

Janitor Wanted at Sangre Grande Region Corporation

[\[View file #2902 online\]](#)



**SANGRE GRANDE REGIONAL CORPORATION**  
Phone: 668-2488, ext – 107, Fax: 668-2942

## EMPLOYMENT OPPORTUNITY

The Sangre Grande Regional Corporation invites applications from suitable qualified persons for the employment on Short-Term contract, for the undermentioned position

### JANITOR

#### **JOB SUMMARY**

The Janitor will be responsible for general cleaning of the area assigned wand ensuring it is maintained and in good condition.

#### **RESPONSIBILITIES**

- Perform cleaning duties such as sweeping and mopping of floors.
- Clean and dust surfaces such as desks and cabinet tops.
- Clean and disinfect toilets and replenish supplies such as toilet paper, soap, and paper towels.
- Collect and remove trash from a building space.
- Any other related duties
- 

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- At least two (2) years working experience as a janitor

#### **COMPETENCIES**

- Ability to multi-task
- Good interpersonal skills
- Ability to follow instructions
- Good sanitation practices

Applications MUST be submitted with Curriculum Vitae, copies of Certificates and two (2) references addressed to:

**Chief Executive Officer**  
**Sangre Grande Regional Corporation**  
**Ramdass Street**  
**Sangre Grande**

**DEADLINE FOR SUBMISSION IS JULY 26<sup>TH</sup>, 2022**

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7. Local Economic Development Assistant Wanted at Sangre Grande Region Corporation

## **Local Economic Development Assistant Wanted at Sangre Grande Region Corporation**

Local Economic Development Assistant Wanted at Sangre Grande Region Corporation

[\[View file #2903 online\]](#)

**SANGRE GRANDE REGIONAL CORPORATION**

Phone: 668-2488, ext – 107, Fax: 668-2942

**EMPLOYMENT OPPORTUNITY**

The Sangre Grande Regional Corporation invites applications from suitable qualified persons for the employment on Short-Term contract, for the undermentioned position

**LOCAL ECONOMIC DEVELOPMENT ASSISTANT****JOB SUMMARY**

The Local Economic Development Assistant will be responsible for providing overall support in promoting economic growth and sustainability within the Sangre Grande Municipality, at the level of the Regional Corporation and through involvement with key stakeholders from the public and private sector and civil society.

**RESPONSIBILITIES**

- Work with the Local Economic Development Officer to develop and implement LED strategies and plans.
- Provide support to the Local Economic Development Planning and Advisory Committee.
- Assist with coordinating LED Projects
- Identify the needs of local entrepreneurs and business starts-ups for technical assistance.
- Assist with identifying and LED needs and gaps existing within communities, groups and individuals to assist with the development of programme of training, technical assistance and sources of support in response to same
- Assist with the identification, documentation and dissemination of LED best practices
- Assist with conducting surveys, research and consultations as the need arises
- Provide support to the functioning of the Local Economic Development Unit

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree in Business Studies, Economics, Planning or related field
- At least two (2) years working experience in the field of economic development
- Knowledge of the economic drivers and tourism assets of the Sangre Grande Municipality
- Training in Local Economic Development will be an asset

**COMPETENCIES**

- Ability to multi-task
- Good interpersonal skills
- Effective time management and organizational skills

Applications **MUST** be submitted with Curriculum Vitae, copies of Certificates and two (2) references addressed to:

**Chief Executive Officer**  
**Sangre Grande Regional Corporation**  
**Ramdass Street**  
**Sangre Grande**

**DEADLINE FOR SUBMISSION IS JULY 26<sup>TH</sup>, 2022**

*Unsuitable and late applications will not be acknowledge*



8. Local Economic Development Officer Wanted at Sangre Grande Region Corporation

## **Local Economic Development Officer Wanted at Sangre Grande Region Corporation**

Local Economic Development Officer Wanted at Sangre Grande Region Corporation

[\[View file #2904 online\]](#)



**SANGRE GRANDE REGIONAL CORPORATION**  
Phone: 668-2488, ext – 107, Fax: 668-2942**EMPLOYMENT OPPORTUNITY**

The Sangre Grande Regional Corporation invites applications from suitable qualified persons for the employment on Short-Term contract, for the undermentioned position

**LOCAL ECONOMIC DEVELOPMENT OFFICER****JOB SUMMARY**

The Local Economic Development Officer will be responsible for promoting economic growth and sustainability with Sangre Grande Municipality, at the level of the Regional Corporation and through involvement with key stakeholders from the public and private sector and civil organizations.

**RESPONSIBILITIES**

- Evaluate results of the Local Area Economic Profile and make recommendations to the local government and Local Economic Development Planning and Advisory Committee.
- Work with the Regional Corporation to develop and implement LED strategies and plans
- Coordinate and manage LED projects
- Identify the needs of local entrepreneurs and business start-ups for technical assistance.
- Act as a first point of call for investment enquiries specific to LED
- Identify the LED needs and gaps existing within communities, groups and individuals to assist with development of programme of training, technical assistance and sources of support in response to same.
- Develop relationships with key stakeholders for knowledge sharing and exchange
- Assist with the identification, documentation and dissemination of LED best practices
- Establish and maintain contact with key national SME support agencies in the project thematic areas e.g. tourism, community agro-tourism, agro-processing, micro-financing, human resource development-capacity building among others
- Carry out surveys, research and consultation as the need arise
- Prepare reports/project documents and/or proposals for grant funding opportunities

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree in Business Management, Economics, Planning or related field
- Certificate in Project Management and Marketing
- At least three (3) years working experience in the field of economic development
- Knowledge of entrepreneurialism and business incubation
- A track record in designing and implementing projects
- Knowledge of the economic drivers and tourism assets of the Sangre Grande Municipality
- Training in Local Economic Development will be an asset

**COMPETENCIES**

- Excellent oral and written communication
- Strong interpersonal skills
- Effective time management and organizational skills
- Detailed oriented
- Must be computer literate
- Analytical thinking
- Ability to liaise with Ministries/Departments/Non-Governmental Organizations/community-Based Organizations

Applications MUST be submitted with Curriculum Vitae, copies of Certificates and two (2) references addressed to:

**Chief Executive Officer**  
**Sangre Grande Regional Corporation**  
**Ramdass Street**  
**Sangre Grande**

**DEADLINE FOR SUBMISSION IS JULY 26<sup>TH</sup>, 2022**

*Unsuitable and late applications will not be acknowledge*



9. Machine Operator Wanted at Sangre Grande Region Corporation

## **Machine Operator Wanted at Sangre Grande Region Corporation**

Machine Operator Wanted at Sangre Grande Region Corporation

[\[View file #2905 online\]](#)



**SANGRE GRANDE REGIONAL CORPORATION**  
Phone: 668-2488, ext – 107, Fax: 668-2942

## **EMPLOYMENT OPPORTUNITY**

The Sangre Grande Regional Corporation invites applications from suitable qualified persons for the employment on Short-Term contract, for the undermentioned position

### **MACHINE OPERATOR**

#### **JOB SUMMARY**

The Machine Operator will be responsible for printing, binding and copying of all document with the departments.

#### **RESPONSIBILITIES**

- Copying and minutes and all other documents as required by Administration
- Binding books and important documents.
- Laminating Identification badges and other documents.
- Issuing copy paper to the various departments within the Corporation and maintaining the records of the amount dispatch by means of copy form.
- Minor serving and cleaning of machines
- Managing supplies issued to the Copy Room
- Cleaning and sanitizing of work station
- Observing and carefully checking all documents and forms when printing

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Five (5) O'Levels (General Proficiency)
- At least two (2) years working experience as a Machine Operator
- 

#### **COMPETENCIES**

- Ability to multi-task
- Good interpersonal skills
- Ability to maintain confidentiality
- Attention to detail

Applications **MUST** be submitted with Curriculum Vitae, copies of Certificates and two (2) references addressed to:

**Chief Executive Officer**  
**Sangre Grande Regional Corporation**  
**Ramdass Street**  
**Sangre Grande**

**DEADLINE FOR SUBMISSION IS JULY 26<sup>TH</sup>, 2022**

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10. Project Assistant Wanted at Sangre Grande Region Corporation

## **Project Assistant Wanted at Sangre Grande Region Corporation**

Project Assistant Wanted at Sangre Grande Region Corporation

[\[View file #2906 online\]](#)

**SANGRE GRANDE REGIONAL CORPORATION**  
Phone: 668-2488, ext – 107, Fax: 668-2942**EMPLOYMENT OPPORTUNITY**

The Sangre Grande Regional Corporation invites applications from suitable qualified persons for the employment on Short-Term contract, for the undermentioned position

**PROJECT ASSISTANT****JOB SUMMARY**

The Project Assistant will be responsible for providing overall support with projects within the Technical Department

**RESPONSIBILITIES**

- Assist in contract administration.
- Provide link between the Engineering and Tenders Department.
- Provide and manage a database of all contract documents
- Develop and introduce quality testing methods and procedures.
- Assist in Quality Inspection and Quality Control on various projects
- Assist in Quantity Surveying and AutoCad drawings
- Prepare project schedules and tracking using Microsoft Projects
- Assist in Project Planning, Forecasting and Implementation
- Prepare project estimates using Microsoft Excel template and assist officers in understanding how it works
- Prepare detailed reports on project status
- Assist in collecting data for estimating projects
- Supervise Recreation Ground/Cemetery Caretakers
- Any other related duties

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Certified Engineering Technician Diploma
- Experience in AutoCad drawing
- Experience in preparing estimates
- Efficiency in the use of Microsoft Office
- At least two (2) years working experience in a similar capacity

**COMPETENCIES**

- Ability to multi-task
- Good interpersonal skills
- Must be confidential
- Effective time management and organizational skills

Applications MUST be submitted with Curriculum Vitae, copies of Certificates and two (2) references addressed to:

**Chief Executive Officer**  
**Sangre Grande Regional Corporation**  
**Ramdass Street**  
**Sangre Grande**

**DEADLINE FOR SUBMISSION IS JULY 26<sup>TH</sup>, 2022**

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11. ServiceMan Wanted at Sangre Grande Region Corporation

## **ServiceMan Wanted at Sangre Grande Region Corporation**

ServiceMan Wanted at Sangre Grande Region Corporation

[\[View file #2907 online\]](#)

**SANGRE GRANDE REGIONAL CORPORATION**

Phone: 668-2488, ext – 107, Fax: 668-2942

**EMPLOYMENT OPPORTUNITY**

The Sangre Grande Regional Corporation invites applications from suitable qualified persons for the employment on Short-Term contract, for the undermentioned position

**SERVICEMAN****JOB SUMMARY**

The Serviceman will be responsible for general cleaning and assisting with the upkeep of vehicles

**RESPONSIBILITIES**

- Wash, clean and sanitize vehicles
- Assist with changing tyres
- Other related duties

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- At least two (2) years working experience as a Serviceman or in a similar capacity

**COMPETENCIES**

- Ability to multi-task
- Good interpersonal skills
- Ability to follow instructions
- Good sanitation practices

Applications **MUST** be submitted with Curriculum Vitae, copies of Certificates and two (2) references addressed to:

**Chief Executive Officer**  
**Sangre Grande Regional Corporation**  
**Ramdass Street**  
**Sangre Grande**

**DEADLINE FOR SUBMISSION IS JULY 26<sup>TH</sup>, 2022**

*Unsuitable and late applications will not be acknowledge*



12. Accounts CLerk - Cashier Wanted at Wizz Computers Ltd.

## Accounts CLerk - Cashier Wanted at Wizz Computers Ltd.

Accounts CLerk - Cashier Wanted at Wizz Computers Ltd.

[\[View file #2922 online\]](#)



# JOB VACANCY

## Accounts Clerk/Cashier

Drop in Resume at # 11 Edward Street Port of Spain

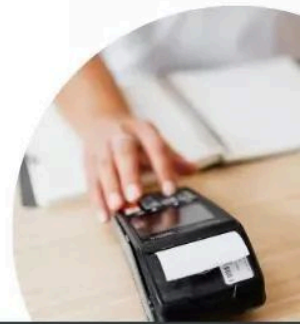
OR

Submit resume via email to: [resume@wizztt.com](mailto:resume@wizztt.com)

**JOIN US**

For more information:

**Call 624-7000 ,625 -7000**



13. Customer Service Rep Wanted in Caroni Pharmacy

## Customer Service Rep Wanted in Caroni Pharmacy

We're Hiring!

Are you interested in a job in Customer Service?

Send your resume to [hr@vspharmco.tt](mailto:hr@vspharmco.tt) by Wednesday  
27th July 2022

[\[View file #2923 online\]](#)



📍 Lot #38 Frederick Settlement Industrial Park  
Caroni, Trinidad and Tobago

☎ 645-6961/ 6962

✉ [hr@vspharmco.tt](mailto:hr@vspharmco.tt)

## WE ARE HIRING!

### CUSTOMER SERVICE REPRESENTATIVE

The CSR will function to provide exceptional Customer Service & Administrative support to the Sales & Marketing Department by receiving customer orders, ensuring they are processed in a timely manner, managing incoming calls and addressing email enquiries efficiently, handling Customer complaints by providing appropriate solutions within the timelines, ensuring issues are effectively resolved and customer satisfaction is maintained.

#### Requirements

- **5 CXC/CSEC General Subjects inclusive of Mathematics and English A**
- **Minimum 2 years' experience in a similar capacity**
- **Excellent verbal and written communication skills**
- **Working knowledge of sales techniques**
- **Exemplary customer service skills with the ability to create a positive customer experience**
- **Proficient in Microsoft Office Suite**

#### To Apply

Please send your CV to the email above



Deadline for Submission: Wednesday 27th July 2022

14. Customer Service Representative wanted in San Fernando

## Customer Service Representative wanted in San Fernando

Employer/ Facebook page: ORB Distributors  
Location: San Fernando

We're hiring. Suitable applicants email resumes to  
[virtuallogisticsandsolutions@gmail.com](mailto:virtuallogisticsandsolutions@gmail.com)  
[\[View file #2924 online\]](#)



# Job Vacancy

## Customer Service Representative ( Entry Level)

### REQUIREMENTS

- Good communication skills.
- Cxc qualification. Other certificates and diplomas will be an asset.
- Must be between the ages 19-28
- Good written & oral skills.
- Computer Literate & Microsoft Office proficient.
- Possess a vehicle or has access to one.
- Lives in San F'do & environs.
- Ability to learn quickly; take initiative.
- Ability to work in a fast pace environment and assist in all office activities.

**Deadline for Submission: Friday, 28th July 2022**

**Email Resumes to :  
Human Resource Manager  
[virtuallogisticsandsolutions@gmail.com](mailto:virtuallogisticsandsolutions@gmail.com)**

15. In-House Social Media Marketing Manager wanted at And Low Price Supermarket

## **In-House Social Media Marketing Manager wanted at And Low Price Supermarket**

Employer/ Facebook page: And Low Price Supermarket

Now Hiring

In-House Social Media Marketing Manager

- Must have experience in Photoshop
- Must Have experience in Social Media Marketing

Email your resume to: [marketingalp3@gmail.com](mailto:marketingalp3@gmail.com)

[\[View file #2925 online\]](#)



**NOW HIRING**  
**SOCIAL MEDIA**  
**MARKETING MANAGER**

**MUST HAVE EXPERIENCE IN PHOTOSHOP**  
**AND SOCIAL MEDIA MARKETING**

**EMAIL SEND YOUR RESUME TO : [MARKETINGALP3@GMAIL.COM](mailto:MARKETINGALP3@GMAIL.COM)**



16. MALE WAREHOUSE WORKERS Wanted

## **MALE WAREHOUSE WORKERS Wanted**

Synergistic Outsourcing Limited is seeking to employ MALE WAREHOUSE WORKERS. Interested persons can use this link to register for an interview or call (868) 734-4838

<https://forms.gle/jojdif1sFrBMLBFj6>

[\[View file #2926 online\]](#)



# WE'RE HIRING

## WAREHOUSE WORKERS FROM THE EAST

### QUALIFICATIONS

- MUST BE VACCINATED
- MUST OWN A PAIR OF SAFETY BOOTS
- MUST HAVE A CERTIFICATE OF GOOD CHARACTER



If you are interested, send your CV to:

**[hr@synergisticctt.com](mailto:hr@synergisticctt.com)**

**Call: (868) 220-0471**



17. Medical Administrative Assistant wanted at the Claxton Bat Medical Centerl

## Medical Administrative Assistant wanted at the Claxton Bat Medical Centerl

Medical Administrative Assistant wanted at the Claxton Bat Medical Centerl

[\[View file #2927 online\]](#)



**JOB VACANCY**

**PART TIME  
MEDICAL  
ADMINISTRATIVE  
ASSISTANT**

TO APPLY PLEASE SEND  
YOUR RESUME TO  
**claxtonbaymedicalcentre  
@hotmail.com**

**DEADLINE FOR APPLICATIONS  
25TH JULY, 2022**

 **Claxton Bay  
Medical Centre**

18. Project Manager wanted in the Sustainable Development Goals (SDGs) Technical Coordinating Secretariat

## **Project Manager wanted in the Sustainable Development Goals (SDGs) Technical Coordinating Secretariat.**

### JOB OPPORTUNITY:

The Ministry of Planning and Development is seeking talent for success as a Project Manager in the Sustainable Development Goals (SDGs) Technical Coordinating Secretariat.

□□

Deadline: August 8, 2022

Job details via [www.planning.gov.tt/careers](http://www.planning.gov.tt/careers)

[\[View file #2928 online\]](#)



MINISTRY OF  
**PLANNING AND  
DEVELOPMENT**

# JOB OPPORTUNITY

[www.planning.gov.tt/careers](http://www.planning.gov.tt/careers)

## Project Manager

**DEADLINE: Monday August 8, 2022**

19. Waiter Waitress - Kitchen Attendant Wanted in Central

## Waiter Waitress - Kitchen Attendant Wanted in Central

Job Opportunities Available!

WE CAN'T WAIT TO SERVE YOU!

A whole new experience is now available in central trinidad ☐☐☐☐☐☐

Opening Hours:

Mon - Sun - 1pm to 9pm

Located ☐☐: 134, Mission Road, Freeport  
<https://goo.gl/maps/gGdoAfjEyGTfdWZA6>

LIKE...FOLLOW...SHARE @passiondessertslimited

“Where Dessert Is Served First!”

SEE YOU SOON ☐☐☐☐☐☐☐☐


[\[View file #2929 online\]](#)



**WE ARE  
HIRING!**  
JOIN OUR TEAM NOW!



**JOB LOCATION:  
CENTRAL**

**JOB VACANCY POSITIONS** 

**Waiter/Waitress  
Kitchen Attendant**

High Paced Environment  
Customer Service Friendly  
Experience Would Be An Asset  
Valid Food Badge Would Be An Asset

**NO CALLS!** Only resumes sent via email will be considered

**Deadline For Submission: July 24th 2022**

[passiondessertslimited@gmail.com](mailto:passiondessertslimited@gmail.com)



20. TemporaryClerk - Human Resources wanted at RHAND

## TemporaryClerk - Human Resources wanted at RHAND

We've got another opportunity available! Apply for our existing positions if you think you're a good fit! Visit us online for instructions:

<https://rhand.org.tt/employment-opportunity/>

[\[View file #2930 online\]](#)

# RHAND Employment Opportunity

***Positions available:***

***Temporary Clerk -  
Human Resources***

**Visit our website  
for more info.**



21. Tobago - Fulltime and parttime Registered Pharmacist wanted

## Tobago - Fulltime and parttime Registered Pharmacist wanted

Tobago - Fulltime and parttime Registered Pharmacist wanted  
[\[View file #2931 online\]](#)

**We Are** **TOBAGO**  
**HIRING**  
Are You Ready To Join Our Team

**OPEN POSITIONS:  
FULL & PART-TIME REGISTERED PHARMACIST**

*Deadline Date:*  
31st July 2022

**VORDELL'S SUPER MART & PHARMACY**  
WHERE WE SELL ALMOST EVERYTHING  
766-0476 OR 768-0723

**APPLY NOW:**  
#141 SHIRVAN ROAD, BUCCOO, TOBAGO ☒☒  
[vordellsenterprises@hotmail.com](mailto:vordellsenterprises@hotmail.com)

22. All Wonderful World Locations need - Customer Service Reps - Cashiers - Stock Room Attendants - In Store

## **All Wonderful World Locations need - Customer Service Reps - Cashiers - Stock Room Attendants - In Store Replenishers - Roaming Visual Merchandisers**

We're hiring!

Due to the volume of applications, we may not be able to respond to each applicant individually and we thank you for taking the time to apply.

[\[View file #2932 online\]](#)

# We are Hiring!

FOR ALL LOCATIONS

- Cashiers
- Customer Service Representatives
- Stock Room Attendants
- In Store Replenishers
- Roaming Visual Merchandisers

Apply now!



Send your resume to:

[opportunity@wonderfulworldltd.com](mailto:opportunity@wonderfulworldltd.com)

or via our website

[www.wonderfulworldltd.com](http://www.wonderfulworldltd.com)

*Wonderful  
World*  
a woman's dream

23. Appliance Service Tech Needed

## Appliance Service Tech Needed

Employer/ Facebook page: Furniture Plus

WE'RE HIRING: Appliance Service Technician

This is your chance to be part of our team!

Interested persons please Whatsapp 279-0687 with full Name & Contact number

We look forward to your application.

[\[View file #2933 online\]](#)



**FP**

**WE'RE HIRING**

**APPLIANCE SERVICE  
TECHNICIAN**

Must be able to repair washers, refrigerators, stoves.  
Interested persons please Whatsapp 279-0687 with full name & contact number.

24. Bartender -Waitresses Djs - wanted in La Romain

## **Bartender -Waitresses Djs - wanted in La Romain**

Bartender -Waitresses Djs - wanted in La Romain

[\[View file #2934 online\]](#)



## **JOB OPPORTUNITY**

- **Bartender**
- **Waitresses**
- **DJs**

**Walk in interviews**

**Date - July 26th    Time - 12pm - 4pm**

**Location - Bamboo junction la Romain**

- **Resume**
- **Passport size picture**

25. Cleaners and Janitors Wanted

## Cleaners and Janitors Wanted

Now Hiring: Cleaners, Salary Range : \$22-\$25/hour. Flexible Working Days & Hours. Email Resume : [caribbeandomesticstaffing@gmail.com](mailto:caribbeandomesticstaffing@gmail.com)

[\[View file #2935 online\]](#)



### Applicants Must

- Be over the age of 30 years
- Be fully vaccinated against COVID-19
- Be a citizen of Trinidad and Tobago
- Have a TTPS Certificate of Character
- Have 2 references (from non-relatives)
- Be able to work as a team
- Be hardworking, honest, trustworthy and punctual

### Salary Range

**\$22-\$25/Hour**

# **WE'RE HIRING!**

## **CLEANERS AND JANITORS**

**Apply before: September 1st, 2022**

**Send your CV to:**

**[caribbeandomesticstaffing@gmail.com](mailto:caribbeandomesticstaffing@gmail.com)**

**or apply through our website**



26. In Person Tutors Needed by Company

## **In Person Tutors Needed by Company**

Seeking qualified tutors to host or visit clients  
nation-wide

Please email your cover-letter and CV to

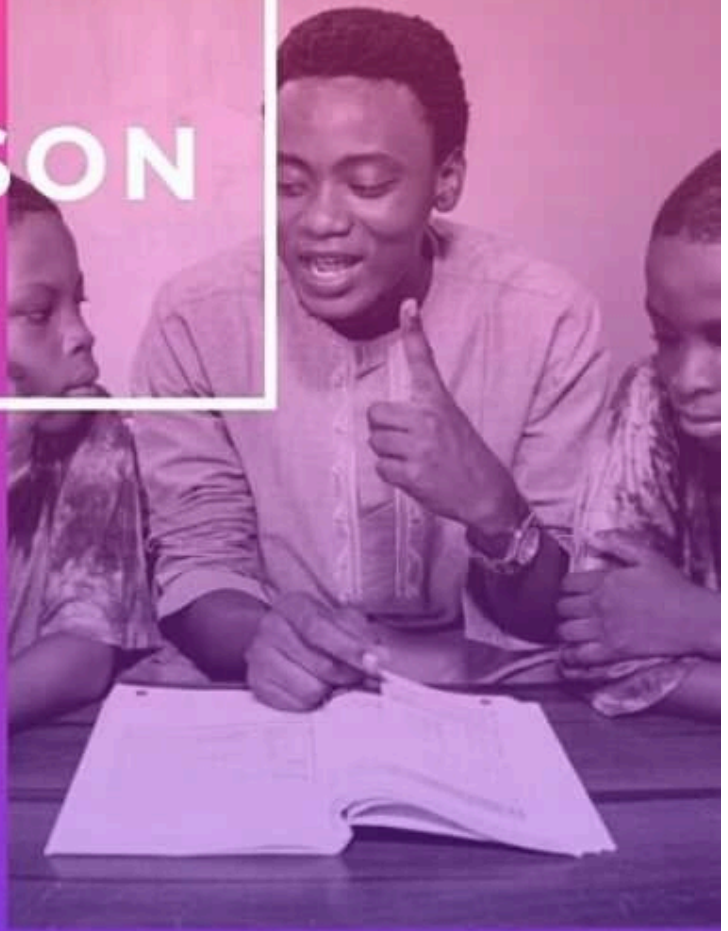
[successlessonscentre@gmail.com](mailto:successlessonscentre@gmail.com)

FOR ANY QUERIES,

PLEASE VISIT THEIR FACEBOOK PAGE.

[\[View file #2936 online\]](#)

# HIRING IN-PERSON TUTORS



SUCCESS LESSONS CENTRE

[successlessonscentre@gmail.com](mailto:successlessonscentre@gmail.com)

27. Male Merchandiser Wantedat Coss Cutters Scarborough

## Male Merchandiser Wantedat Coss Cutters Scarborough

☐☐Join our Scarborough team!☐☐

☐Vacancy: Male Merchandiser☐

Branch: Scarborough

- Proven experience as a Merchandiser
- Attention to detail is essential
- Must have a passion for good service

Submit your resume in person to the Scarborough branch.

Deadline: 30th July 2022.

[\[View file #2937 online\]](#)



**SCARBOROUGH**

**WE'RE HIRING!**

**Male  
Merchandiser**

**SUBMIT YOUR RESUME**

**In-person at the Supermarket**

**Deadline: 30th July 2022**

## 28. Marketing Specialist Vacancy

**Marketing Specialist Vacancy**

Marketing Specialist Vacancy  
[\[View file #2938 online\]](#)

The advertisement features a blue background with green geometric shapes. At the top center is the logo for 'target solutions ltd.' with the tagline 'COMMITTED TO EXCELLENCE'. Below the logo, the text 'JOIN OUR TEAM!' is written in large white letters, followed by 'MARKETING SPECIALIST' in a white rounded rectangle. A paragraph of text describes the role, followed by a 'Requirements:' section with a list of 12 bullet points. A white speech bubble with 'APPLY NOW!!' is on the right. At the bottom, contact information and a deadline are provided.

**target solutions ltd.**  
COMMITTED TO EXCELLENCE

# JOIN OUR TEAM!

## MARKETING SPECIALIST

We are seeking a creative, analytical and customer focused Marketing Specialist who can help us to increase brand awareness by developing innovative marketing strategies, designing effective campaigns and analysing results from our marketing efforts.

**Requirements:**

- ✓ Bachelor's degree or equivalent experience in Marketing, Business, or related field.
- ✓ Metrics-driven marketing with an eye for creativity.
- ✓ Captures attention by crafting ideas that are fresh and relevant.
- ✓ Computer skills - proficient in MS Office, marketing software and social media.
- ✓ Strong project management and decision-making skills.
- ✓ Attention to detail, organized and goal oriented.
- ✓ Technical and creative content writing skills.
- ✓ Ability to measure results, analyse data and understand buyer needs.
- ✓ Proficiency with online marketing and social media strategy.
- ✓ Proven experience developing marketing plans and campaigns.

**APPLY NOW!!**

Submit your resume to [recruit@kadrowhr.com](mailto:recruit@kadrowhr.com) with the subject "**MARKETING SPECIALIST**" | **DEADLINE: AUGUST 5<sup>TH</sup>, 2022**

29. Munch Kinds his hiring at all of it's locations

## **Munch Kinds his hiring at all of it's locations**

Munch Kinds his hiring at all of it's locations

[\[View file #2939 online\]](#)



**WE ARE HIRING  
IN ALL OF OUR  
BRANCHES !**

**SEND US YOUR RESUMES  
MUNCHKINGSVACANCY@GMAIL.COM**

30. Part Time Sales Rep Wanted

## Part Time Sales Rep Wanted

Now Hiring-Part-Time Sales Representative. Work From Home, Flexible Hours, Commission Based. Email Resume to: [caribbeandomesticstaffing@gmail.com](mailto:caribbeandomesticstaffing@gmail.com)  
[\[View file #2940 online\]](#)



**WE ARE HIRING**

**PART - TIME SALES REPRESENTATIVE**

**BENEFITS**

- Work from home
- Flexible Hours
- Commission Based

**APPLY NOW**

**REQUIREMENTS**

- 5 CXC or GCE passes, including Mathematics and English.
- Sales experience & Sales Training is an asset
- Strong interpersonal and communication skills
- Ability to establish priorities, work independently and proceed with objectives without supervision.
- Computer literate in Microsoft office applications.
- Self-confident and motivated to drive sales.
- Ability to work as part of a team.
- Ability to prospect, identify customer needs, and provide solutions.

**SEND RESUME TO**  
**CARIBBEANDOMESTICSTAFFING@GMAIL.COM**



**CARIBBEAN DOMESTIC SERVICES  
&  
STAFFING SOLUTIONS LTD.**

Residential & Commercial Cleaning Services  
Contact: 1-866-720-7649  
Email: [caribbeandomesticstaffing@gmail.com](mailto:caribbeandomesticstaffing@gmail.com)

### 31. Public Relations Officer Wanted

## Public Relations Officer Wanted

Royal Princess Casino Members Club Port-of-Spain.

Please feel free to come into our Port-of-Spain Movie Towne branch to apply.

You can fill out an application form at the reception desk.

Please walk with a presentable passport size photo to attach to your application.

Please ensure you fit the position based on the mandatory requirements before applying for the position.

Deadline to apply: 30th July,2022.

[\[View file #2941 online\]](#)



# WE ARE **HIRING A** PUBLIC RELATIONS OFFICER **MANDATORY REQUIREMENTS:**

- Must be available to work between the hours of 3pm-12am.
- Must be available 6 days a week. (weekends and public holidays included)
- Must have customer service experience.
- Must be willing to interact with customers on a daily basis.
- Must have confidence to execute daily announcements.
- Must be well spoken.
- Must wear makeup and high heels on a daily basis.
- Must be well dressed at all times.
- Must be 20 years old and above. (mature characteristics)

Please follow the instructions below to apply.

32. DoortoDoor is seeking Delivery Drivers

## **DoortoDoor is seeking Delivery Drivers**

WE'RE HIRING DELIVERY DRIVERS

We're looking for you! Join the Door to Door team!  
Email your resume to [wedeliver@doortodoortt.com](mailto:wedeliver@doortodoortt.com).

Skills and Qualifications

- A valid driver's license and a clean driving record
- 25 years of age or older & 3 years of driving experience
- Certificate of good character from local police station
- Ability to lift 35+ pounds - carry heavy grocery orders and operate a vehicle for prolonged periods of time
- Strong interpersonal skills, including verbal communication and conflict resolution
- Detail-oriented and organized
- Familiar with driver routes
- A smartphone with Android 5.0 or later IOS 9 or later with a data plan for a shopper app
- Must have a bank account to receive direct deposit payment

Join the Team  
[wedeliver@doortodoortt.com](mailto:wedeliver@doortodoortt.com)

[\[View file #2942 online\]](#)



DELIVERY DRIVERS

✓ AGE 25 & OLDER

✓ VALID DRIVERS PERMIT

✓ DRIVING EXPERIENCE

✓ CERTIFICATE OF GOOD CHARACTER

EMAIL YOUR RESUME  
[WEDELIVER@DOORTODOORTT.COM](mailto:WEDELIVER@DOORTODOORTT.COM)

JOIN NOW

33. Cleaner Wanted in Caroni

## Cleaner Wanted in Caroni

Cleaner Wanted in Caroni  
[\[View file #2943 online\]](#)

**VACANCY**  
source: express classifieds

**RIGHTJOB VACANCY**  
A FRESH START... SAME DEDICATION

**CLEANER NEEDED** for manufacturing company in Frederick Settlement, Caroni.

**WhatsApp/ Message Only:**  
**384-9056.**

**DISCLAIMER:**  
We are not affiliated and these vacancies are reposts.  
Read the ad carefully & follow the instructions within

Share Like Follow

f i t

34. Driver and Sales Man needed in San Fernando Bakery

## Driver and Sales Man needed in San Fernando Bakery

Driver and Sales Man needed in San Fernando Bakery

[\[View file #2944 online\]](#)

**VACANCY**  
source: express classifieds

**RIGHTJOB VACANCY**  
A FRESH START... SAME DEDICATION

**BAKERY IN San Fernando Requires:  
Experienced Baker.  
Driver/ Sales Man.**

**Call:  
324-9731, 743-5390.**

**DISCLAIMER:**

We are not affiliated and these vacancies are reposts.  
Read the ad carefully & follow the instructions within

Share Like Follow

f i d

35. Experienced Baker needed in San Fernando Bakery

## Experienced Baker needed in San Fernando Bakery

Experienced Baker needed in San Fernando Bakery

[\[View file #2945 online\]](#)

**VACANCY**  
source: express classifieds

**RIGHTJOB VACANCY**  
A FRESH START... SAME DEDICATION

**BAKERY IN San Fernando Requires:  
Experienced Baker.  
Driver/ Sales Man.**

**Call:  
324-9731, 743-5390.**

**DISCLAIMER:**  
We are not affiliated and these vacancies are reposts.  
Read the ad carefully & follow the instructions within

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f Instagram TikTok

36. Friendly Experienced Sales Clerk Wanted in POS Jewelry Store

## Friendly Experienced Sales Clerk Wanted in POS Jewelry Store

Friendly Experienced Sales Clerk Wanted in POS Jewelry Store

[\[View file #2946 online\]](#)



**VACANCY**  
source: express classifieds

**RIGHTJOB VACANCY**  
A FRESH START... SAME DEDICATION

**EXPERIENCED SALES Clerk**  
needed in a Jewelry Store in POS.  
Must be customer friendly.

**Call: 704-2157**

**DISCLAIMER:**

We are not affiliated and these vacancies are reposts.  
Read the ad carefully & follow the instructions within

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37. Male Only Apprentice Needed in San Juan Manufacturing Company

## Male Only Apprentice Needed in San Juan Manufacturing Company

Male Only Apprentice Needed in San Juan Manufacturing Company  
[\[View file #2947 online\]](#)



**VACANCY**  
source: express classifieds

**RIGHTJOB VACANCY**  
A FRESH START - SAME DEDICATION

**MALE ONLY APPRENTICE NEEDED**  
for Manufacturing Company in San Juan for  
training in the areas of Woodworking  
and Sheet Metal Fabrication.

**Call 638-2595 or 674-6050**  
**Mon-Fri ONLY between 1pm-4pm.**

**DISCLAIMER:**

We are not affiliated and these vacancies are reposts.  
Read the ad carefully & follow the instructions within

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38. Office Assistant and Account Assistant Wanted

## Office Assistant and Account Assistant Wanted

Office Assistant and Account Assistant Wanted

[\[View file #2948 online\]](#)

**VACANCY**  
source: express classifieds

**RIGHTJOB VACANCY**  
A FRESH START... SAME DEDICATION

**OFFICE ASSISTANT  
& Account Assistant needed.**

**Call:**  
**642-5921, 646-1424**

**DISCLAIMER:**  
We are not affiliated and these vacancies are reposts.  
Read the ad carefully & follow the instructions within

Share Like Follow

f Instagram TikTok

39. Qualified Pharmacist Vacancy

## Qualified Pharmacist Vacancy

Qualified Pharmacist Vacancy  
[\[View file #2949 online\]](#)



**VACANCY**  
source: express classifieds

**RIGHTJOB VACANCY**  
A FRESH START... SAME DEDICATION

**PHARMACIST,  
Qualified Technician  
Port-of-Spain.**

**Call: 389-6309.**

**DISCLAIMER:**

We are not affiliated and these vacancies are reposts.  
Read the ad carefully & follow the instructions within

Share Like Follow

40. Stop N' Taste is seeking Cooks - Customer service Reps - Kitchen Assistants - Delivery Drivers

## Stop N' Taste is seeking Cooks - Customer service Reps - Kitchen Assistants - Delivery Drivers

Stop N' Taste is seeking Cooks - Customer service Reps - Kitchen Assistants - Delivery Drivers

[\[View file #2950 online\]](#)

**WE ARE HIRING**  
JOIN OUR TEAM

**STOP N' TASTE**

**OPEN POSITIONS:**

- ✓ Cooks
- ✓ Kitchen Assistants
- ✓ Customer Service Reps.
- ✓ Delivery drivers

**REQUIREMENTS:**

- Multitasking skill
- Positive attitude
- Full of Commitment
- Team spirit

Send Your Resume to  
777-0556

**APPLY NOW**

stopntastefood

