

14th of May 2022 Trinidad and Tobago Vacancies Table Of Content

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1. Guardian Media is seeking a Sales Representative - TV - Freelance

Guardian Media is seeking a Sales Representative - TV - Freelance

Sales Representative - TV (Freelance)

Send your application to hr@guardian.co.tt.

Deadline for submission: May 15, 2022.

[\[View file #1080 online\]](#)

VACANCY

Sales Representative-TV (Freelance)

JOB SUMMARY

The Sales Representative is responsible for attaining new business opportunities and managing customer relationships whilst being directly responsible for the preservation and expansion of our customer base.

RESPONSIBILITIES

- Generate sales plans and strategies for television services
- Generate new business
- Provide management focus on sales targets
- Manage and service customer accounts which is not limited to payment collection and signing off invoices, proposals and contracts
- Creates a database for commercial television customers
- Liaises with clients and internal customers or departments
- Monitor finishing, staging and delivery of product to ensure accurate quantities, orientation, signature combinations and quality of product meets the requirements of the client
- Perform other duties as assigned

QUALIFICATIONS

- Diploma in Business Management
- Five (5) CXC O' Level passes
- Minimum of 3 years work experience in the media/sales industry
- Track record for achieving targets
- Experience working with teams and partners
- Experience writing high level proposals and contracts
- Or any equivalent combination of qualifications and experience

KNOWLEDGE SKILLS & ABILITIES

- Accuracy and attention to detail
- Must be motivated to achieve excellence in sales
- Excellent written and oral communication skills
- Problem solving skills
- Excellent time management skills
- Ability to work in a high performance and dynamic work environment
- Must be computer literate and knowledgeable of Microsoft office
- Knowledge of Advertising trends
- Ability to work in a team environment

The deadline for all applications will be

15th May 2022

All applications can be emailed to hr@guardian.co.tt



3. Line Chefs - 1 Pastry Chef and Servers Wanted

Line Chefs - 1 Pastry Chef and Servers Wanted

We are hiring! Line Chefs for Shops of Arima and Maraval Plaza. Pastry Chef for Grand Bazaar & Server for Maraval Plaza. Minimum 3 years experience. Please Send Resume to gbmammamia@gmail.com
[\[View file #1082 online\]](#)



**SEND
YOUR
RESUME**

235-4646

GBMAMMAMIA@GMAIL.COM

**WE'RE
HIRING**

RECEPTIONIST | SOUS CHEF | CASHIERS

6. Sales and Customer Service Assistant Wanted

Sales and Customer Service Assistant Wanted

Sales and Customer Service Assistant Wanted

[\[View file #1085 online\]](#)**Sales & Customer Service Assistant****Requirements:**

Must be able to give a good customer service and sales experience in tech industry

Two years' experience in technology an asset

Well-presented, polite and tactful

Have basic knowledge of point-of-sale systems as credit card machines etc.

Must be a "people person"

Can handle complaints in a calm manner

Have good IT skills

Must be over 25 years old

Available to work on Saturdays

Could work mall hours at our Trincity or Long Circular mall branches



Please send resume with picture to:

HR Manager

21 Marli street

Newtown, Port of Spain

or

HR@ANDREWSTRADING.COM

Hello
TECHNOLOGIES

7. .. Service Administrator and Technician Wanted

.. Service Administrator and Technician Wanted

.. Service Administrator and Technician Wanted

[\[View file #1086 online\]](#)



WE ARE HIRING A SERVICE ADMINISTRATOR AND TECHNICIAN

Job Purpose

The incumbent is responsible for repairing motor-powered equipment in keeping with departmental policies and procedures as well as assisting with the service administrative function.

Academic Qualifications, Experience and Soft Skills

- A minimum of five (5) CXC or GCE passes or
- N.E.C. certification either in Auto and Diesel technician or certificate from a recognized Technical Institution or
- Two (2) years' experience in the relevant field
- Proficiency in the Microsoft suite of products.
- Excellent communication skills both oral and written.

All applications are to be submitted no later than March 20, 2022:

E-mail: hr@ftfarfan.com

Please specify "Service Administrator and Technician" in the subject



STIHL



8. Accounting Clerk Wanted

Accounting Clerk Wanted

We are looking for 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. You will also run accounting software programs to process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts.

As Candidates, some responsibilities are:
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.

Requirement

Interested Applicants Must Have 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

[\[View file #1087 online\]](#)



BASSLED

JOB VACANCY

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

QUALIFICATIONS

- Interested Applicants Must Have 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
- Proven accounting experience, preferably as an Accounting 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

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

☎ **868-219-8375**

📞 **868-368-3415**

✉ Please send all resumes to vanessa@bassled.com

⚠ Please do not send resumes to Facebook Messenger

9. Advisor Wanted in Contruction Company

Advisor Wanted in Contruction Company

Advisor Wanted in Contruction Company

[\[View file #1088 online\]](#)



WE ARE HIRING SERVICE ADVISOR - CONTRACTS

Job Purpose

The incumbent is primarily responsible for maintaining an effective and pro-active service schedule to ensure the effective and efficient operation of the department and maintaining a superior level of customer satisfaction. This position reports to the Team Leader - Contracts.

Academic Qualifications, Experience and Soft Skills

- A Diploma in Business Management, with a technical qualification
- A minimum of five (5) years' experience in a similar role. Work experience without formal qualifications will be taken into consideration.
- A minimum of three (3) years Supervisory experience, with a proven track record of excellent customer service
- Proficiency in the Microsoft suite of products
- Excellent interpersonal skills
- Excellent organizational skills
- Excellent Communication skills, both oral and written
- Team oriented
- The ability to work in a fast paced environment with minimum supervision

All applications are to be submitted no later than March 20, 2022:

E-mail: hr@ftfarfan.com

Please specify "Service Advisor - Contracts" in the subject



STIHL



10. Electronics Technician Vacancy

Electronics Technician Vacancy

WE'RE HIRING! ☐☐

All suitable applicants are invited to EMAIL resumes to
info@maxsonicelite.com.

Facebook messages will NOT be acknowledged.

[\[View file #1089 online\]](#)



BM ELECTRONICS LIMITED

WE ARE HIRING

JOIN OUR TEAM

OPEN POSITION:

✔ Electronics Technician

- 1) ELECTRICAL ELECTRONIC ENGINEERING TECHNICIAN (EEET) CERTIFICATION OR TECHNICIAN'S DIPLOMA IN ELECTRICAL AND ELECTRONICS
- 2) A MINIMUM OF FIVE (5) O LEVEL PASSES (GRADES I - III) INCLUSIVE OF MATH AND ENGLISH
- 3) A LEVEL PASSES (GRADES I - III) WOULD BE CONSIDERED AN ASSET
- 4) PREVIOUS EXPERIENCE WORKING AS AN ELECTRONICS TECHNICIAN REPAIRING A RANGE OF ELECTRONIC APPLIANCES, WHICH INCLUDE, BUT ARE NOT LIMITED TO; TELEVISIONS, STEREOS, MICROWAVES, BLENDERS, SMALL APPLIANCES (KETTLES, MINI CHOPPERS ETC.)
- 5) EXPERIENCE CONDUCTING REPAIRS ON SAMSUNG AND LG ELECTRONIC APPLIANCES WOULD BE CONSIDERED AN ASSET
- 6) COMPUTER LITERACY
- 7) FAMILIARITY WORKING WITH VARIOUS TOOLS AND EQUIPMENT, AS WELL AS, BEING IN POSSESSION OF THE TOOLS REQUIRED TO COMPLETE A VARIETY OF ELECTRONIC REPAIRS
- 8) THE ABILITY TO MOVE HEAVY OBJECTS AS IT PERTAINS TO THE APPLIANCES BEING REPAIRED

APPLY NOW

info@maxsonicelite.com



11. 3 Vacancies - Experienced Tobago Massage Therapist, Esthetician, Pedicurist - Manicurist

3 Vacancies - Experienced Tobago Massage Therapist, Esthetician, Pedicurist - Manicurist

3 Vacancies - Experienced Tobago Massage Therapist, Esthetician, Pedicurist - Manicurist

[\[View file #1090 online\]](#)



TOBAGO VACANCY

source: express classifieds



NOW HIRING
Experienced Massage Therapist,
Esthetician, Pedicurist/ Manicurist.
Tobago.

roxannehepburn@yahoo.com

DISCLAIMER:

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

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12. Admin Assistant and Receptionist in Palmiste South Area

Admin Assistant and Receptionist in Palmiste South Area

Admin Assistant and Receptionist in Palmiste South Area

[\[View file #1091 online\]](#)



VACANCY
source: express classifieds

RIGHTJOB VACANCY
A FRESH START... SAME DEDICATION

Admin Assistant/ Receptionist
Palmiste (South) Area.
Minimum 2 years experience.
Proficient in Word/ Excel.

**Send Resume & Pic to:
careers99.rx@gmail.com**

DISCLAIMER:

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

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13. Admin Sales Assistant wanted in East Trinidad

Admin Sales Assistant wanted in East Trinidad

Admin Sales Assistant wanted in East Trinidad
[\[View file #1092 online\]](#)



VACANCY
source: express classifieds

RIGHTJOB VACANCY
A FRESH START... SAME DEDICATION

A COMPANY in East Trinidad is searching for an Administrative Sales Assistant.
Min: 2-3 Years Experience, a Valid Driver's Permit and understanding of Real Estate would be an asset.

Send Your CV Now to
garsobpropertymgt@gmail.com.

DISCLAIMER:

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14. Caregivers Wanted in Tunapuna

Caregivers Wanted in Tunapuna

Caregivers Wanted in Tunapuna
[\[View file #1093 online\]](#)



VACANCY
source: express classifieds

RIGHTJOB VACANCY
A FRESH START... SAME DEDICATION

CAREGIVERS WANTED
to work in Geriatric Home
in Tunapuna.

Email: elc3171@gmail.com or
Call: 663-9582

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

15. Welders needed for Radiator Repairs and Aluminum

Welders needed for Radiator Repairs and Aluminum

Welders needed for Radiator Repairs and Aluminum
[\[View file #1094 online\]](#)



VACANCY
source: express classifieds

RIGHTJOB VACANCY
A FRESH START... SAME DEDICATION

**WELDERS NEEDED
for Radiator Repairs
and Aluminum.**

Contact 665-5373

DISCLAIMER:

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16. Yard Attendant needed in Marabella

Yard Attendant needed in Marabella

Yard Attendant needed in Marabella

[\[View file #1095 online\]](#)

VACANCY
source: express classifieds

RIGHTJOB VACANCY
A FRESH START... SAME DEDICATION

**YARD ATTENDANT,
Marabella.**

**Email:
daycaribbean@gmail.com
658-1530/ 5043.**

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17. Caregivers Wanted in Tunapuna

Caregivers Wanted in Tunapuna

Caregivers Wanted in Tunapuna
[\[View file #1096 online\]](#)



VACANCY
source: express classifieds

RIGHTJOB VACANCY
A FRESH START... SAME DEDICATION

CAREGIVERS WANTED
to work in Geriatric Home
in Tunapuna.

Email: elc3171@gmail.com or
Call: 663-9582

DISCLAIMER:
We are not affiliated and these vacancies are reposts.
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18. Computer Repair Technician Waned in Curepe

Computer Repair Technician Waned in Curepe

Computer Repair Technician Waned in Curepe
[\[View file #1097 online\]](#)

VACANCY
source: express classifieds

RIGHTJOB VACANCY
A FRESH START... SAME DEDICATION

CELL-PHONE & Computer Repair Technician needed, Curepe area.
Console and Small Electronic repair will be an asset.

Call 289-9600

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

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19. Experienced Mechic usng Scan diagnostic Tools and Hybrid Cars

Experienced Mechic usng Scan diagnostic Tools and Hybrid Cars

Experienced Mechic usng Scan diagnostic Tools and Hybrid Cars

[\[View file #1098 online\]](#)



VACANCY
source: express classifieds

RIGHTJOB VACANCY
A FRESH START... SAME DEDICATION

MECHANIC EXPERIENCE
in using scan diagnostic tools
and Hybrid cars.

Call: 735-6292
Email:
wizmarketing013@gmail.com

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

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20. Pharmacy Tech Vacancy - Cenral - Shift

Pharmacy Tech Vacancy - Cenral - Shift

Pharmacy Tech Vacancy - Cenral - Shift
[\[View file #1099 online\]](#)



VACANCY
source: express classifieds

RIGHTJOB VACANCY
A FRESH START... SAME DEDICATION

PHARMACY TECHNICIAN
Central. Shift.

Call or WhatsApp
764-1462.

DISCLAIMER:

We are not affiliated and these vacancies are reposts.
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21. Sales Clerk Wanted in Arouca

Sales Clerk Wanted in Arouca

Sales Clerk Wanted in Arouca
[\[View file #1100 online\]](#)

VACANCY
source: express classifieds

RIGHTJOB VACANCY
A FRESH START... SAME DEDICATION

SALES CLERK Needed
for Arouca area.
Customer Service Driver,
Excellent Communication skills, 5 CXC's.

Send resume:
tropical21accts@gmail.com

DISCLAIMER:

We are not affiliated and these vacancies are reposts.
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22. Babysitter Wanted

Babysitter Wanted

Babysitter Wanted

[\[View file #1101 online\]](#)



»»» JOB VACANCY «««

A'Class Home Care Services Agency

COME JOIN US

JOB POSITIONS

Flexible Babysitter

Location: Maraval

APPLY NOW

Send your resume to aclassbabysittingservices@yahoo.com or Whatsapp 310-4274



23. Merchandiser Wanted in FreePort

Merchandiser Wanted in FreePort

We are hiring! Come be a part of our dynamic team.
Contact hr@vashagroup.com for more information.
#vashasfoods #hiring
[\[View file #1102 online\]](#)

WANTED

MERCHANDISER

**FOR
TABLELAND
RIO CLARO
PRINCESS TOWN
AREAS**

John Persad Tr., Fireburn Rd., Freeport

