

8th of December 2022 Trinidad and Tobago Vacancies

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1. Accounts Payable Coordinator Wanted



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Accounts Payable Coordinator Wanted

We're Hiring! Send your resume to hr@bsgl.biz

[\[View file #8181 online\]](#)

BSG
THE BUSINESS SUPPLY GROUP LIMITED**BOSS SCRIPT**

We are hiring!

Accounts Payable Coordinator

Job Purpose :

To ensure that customer accounts are cleaned up, reconciled and updated accurately. Systematic and regular follow up on customer payments ensuring that queries are handled diplomatically, expeditiously and that statements are released accurately and in a timely manner. Prepare bank reconciliations, credit notes for customers, miscellaneous invoices and general journals

Qualifications :

- Level II ACCA or equivalent.
- At least one year experience in an Accounts Receivable or similar position.
- Must have 5 O'Levels, including Mathematics and English.
- Must be computer literate especially Microsoft Office Suite.
- Experience with an accounting system would be an asset.



To apply please address resume to the Group Executive Manager Human Resources, Christine King by Friday 9th December, 2022 and email to hr@bsgl.biz

2. Baking Assistant Wanted at the Baking Cafe - Part 1



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Backing Assistant Wanted at the Backing Cafe - Part 1

Good morning, we are looking for a Baking Assistant to join our team. Apply within, send your resume to sales@thebakingcafe.com or whatsapp us at 799-4178.

[\[View file #8182 online\]](#)

**THE BAKING CAFÉ LIMITED**

POSITION:	Baking Assistant
DEPARTMENT:	OPERATIONS
DIVISION:	PRODUCTION
REPORTS TO:	Production Supervisor
SUPERVISES:	N/A
DIRECT REPORTS:	N/A
LIAISES WITH:	Production

Position Summary: Bakes all goods to the desired quality and quantity

Minimum Qualifications

- Basic Qualifications in Food and Nutrition.

Preferred Additional Experience

- At least two (2) years' experience in Bakery Production

Occupational Skills Requirements

- Knowledge of the preparation of bread and pastry
- Ability to lift 50 pounds.
- Ability to stand for long periods of time.
- Ability to flex, kneel, bend and stoop.
- Ability to do repetitive movement
- Ability to compile data for preparation of reports
- Ability to read and write
- Manual Skills
- Time Management Skills

Special Personal Characteristics

- Physically fit
- Punctual
- Reliable
- Organized
- Respects Authority
- Pays attention to detail
- Results oriented

3. Baking Assistant Wanted at the Baking Cafe - Part 2



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Backing Assistant Wanted at the Backing Cafe - Part 2

Good morning, we are looking for a Baking Assistant to join our team. Apply within, send your resume to sales@thebakingcafe.com or whatsapp us at 799-4178.

[\[View file #8183 online\]](#)

KEY TASK DESCRIPTION**BAKING SCHEDULING**

1. Prepares and bakes all goods as prescribed by the Production Supervisor and in accordance with the required standards of The Baking Café.
2. Determines varieties and quantities of ingredients and goods as per production schedule by liaising with the Production Supervisor for the relevant information.
3. Monitors the baking of all goods by ensuring the required consistency, temperatures, height, color, and size of the products are kept.
4. Packs baked goods in sequencing and timing of batches from Oven to Packing as and when required.
5. Operates machinery according to the required standards; in a safe and efficient manner.
6. Rotates job functions as and when required

HEALTH AND SAFETY

7. Adheres to the Health and Safety Standards of “The Baking Café Limited” in the execution of his duties.
8. Maintains a clean and healthy environment of his present work station by practicing CAYGO, which means Clean As You Go.
9. Maintains the environment of the Production area by washing utensils and cleans-up as and when required.
10. Maintains the upkeep of all equipment and machinery by conducting daily and weekly cleaning according to the standards of the Baking Café.

RECORD MANAGEMENT

11. Completes Production Reports, Cleaning Schedule and any other related reports as and when required.
12. Maintains record of batch sequence and submits to the Production Supervisor for review.

Together with such other tasks as required by the Company Manager

4. CLAIMS CUSTOMER REPRESENTATIVE - HEAD OFFICE needed'



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CLAIMS CUSTOMER REPRESENTATIVE - HEAD OFFICE needed'

CLAIMS CUSTOMER REPRESENTATIVE - HEAD OFFICE

The Claims Customer Representative will be required to manage incoming telephone and chat services to the claims department, provide initial guidance and customer service to clients and service providers and perform duties as relief staff for claims customer serving roles when required. The applicant is expected to interact with claims customers in a professional manner relating to the Company's Core Values while contributing to the development of COLFIRE's products and services.

QUALIFICATIONS/EDUCATION & EXPERIENCE REQUIREMENTS

- A' Level qualifications or five (5) O' Level qualifications including Mathematics and English.
- Customer Service Training is considered an asset
- A minimum of one (1) year work experience

REQUIRED SKILLS

- Proficiency in the use of Microsoft Office applications
- Excellent customer service skills
- Excellent communication and interpersonal skills are essential

ADDITIONAL

The Claims Customer Representative must also have 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, Tuesday 13th December 2022. In your application, clearly indicate the position and location for which you are to be considered.

[\[View file #8184 online\]](#)

VACANCY



Claims Customer Representative

CALL 800-CARE | COLFIRE.COM

COLFIRE
COVERS

5. Crew members wanted at Burger King - Send in resume before the 9th



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Crew members wanted at Burger King - Send in resume before the 9th

We're looking for customer-focused, driven and energetic crew members to join our teams, at all restaurants. ☐☐

_____.

Please email your resumes to rsc@ttrhl.com by Friday 9th December, 2022

[\[View file #8185 online\]](#)

JOIN THE TEAM



Crew Members

- **Must have exceptional customer service skills**
- **Must be 18 years and older**
- **Must have a certificate of good character**
- **Must be available to work shift & weekends**
- **Competitive rates**
- **Free meals & uniforms**
- **Flexible working hours**

Only suitable applicants will be considered and contacted.

Hiring decisions at Burger King® restaurants are made by independently owned and operated franchisees.

6. Delivery Driver wanted at Sped

**Free Online Courses With Certificates & Diplomas**

25 Million Learners. 15 Years. 100% Free Courses

**Delivery Driver wanted at Sped**

Delivery Driver wanted at Sped

[\[View file #8186 online\]](#)**COME JOIN US!**

DELIVERY DRIVER

**Requirements:**

- Able to drive manual vehicles.
- Over 3yrs driving experience.
- 25yrs and older.
- Minimum 3 CXC passes, inclusive of Maths & English.
- Good communication skills.
- Customer service oriented.
- Ability to navigate throughout Trinidad
- A Team Player.

Interested:

SEND YOUR RESUME TO:

hr@spedtt.com

* Unsuitable applications will not be acknowledged.

Deadline for submissions:
December 16th, 2022

7. Delivery Driver Wanted

**Free Online Courses With Certificates & Diplomas**

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**Delivery Driver Wanted**

Delivery Driver Wanted

[\[View file #8187 online\]](#)**COME JOIN US!**

DELIVERY DRIVER

Requirements:

- In possession of a good working vehicle.
- Over 3yrs driving experience.
- Minimum 3 CXC passes, inclusive of Maths & English.
- Good Communication Skills
- Customer Service Oriented
- Ability to navigate throughout Trinidad
- A Team Player.

*Full Time & Part Time positions available.

Interested:

SEND YOUR RESUME TO:

hr@spedtt.com

* Unsuitable applications will not be acknowledged.

Deadline for submissions:**December 16th, 2022**

8. Embroidery Machine Operator wanted at Lazuri Apparel



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Embroidery Machine Operator wanted at Lazuri Apparel

We are expanding our Manufacturing Operations and we're looking for You!!!! Once you satisfy the requirements in the advertisement, kindly send your applications to admin@lazuriapparel.com or call 612-3617 for more information.

[\[View file #8188 online\]](#)



WE'RE EXPANDING!

- SCREEN PRINTER
- EMBROIDERY MACHINE OPERATER
- FABRIC CUTTER
- SEWING MACHINE OPERATORS

Needed for Garment Factory in Mt Hope
Attractive remuneration • Full-time Employment

Call **612-3617**
or send applications to **admin@lazuriapparel.com**
by **December 16th, 2022**

9. Sewing Machine Operators wanted at Lazuri Apparel



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Sewing Machine Operators wanted at Lazuri Apparel

We are expanding our Manufacturing Operations and we're looking for You!!!! Once you satisfy the requirements in the advertisement, kindly send your applications to admin@lazuriapparel.com or call 612-3617 for more information.

[\[View file #8192 online\]](#)



WE'RE EXPANDING!

- SCREEN PRINTER
- EMBROIDERY MACHINE OPERATER
- FABRIC CUTTER
- SEWING MACHINE OPERATORS

Needed for Garment Factory in Mt Hope
Attractive remuneration • Full-time Employment

Call **612-3617**
or send applications to **admin@lazuriapparel.com**
by **December 16th, 2022**

10. Fabric Cutter wanted at Lazuri Apparel



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Fabric Cutter wanted at Lazuri Apparel

Fabric Cutter wanted at Lazuri Apparel

[\[View file #8189 online\]](#)



WE'RE EXPANDING!

- SCREEN PRINTER
- EMBROIDERY MACHINE OPERATER
- FABRIC CUTTER
- SEWING MACHINE OPERATORS

Needed for Garment Factory in Mt Hope
Attractive remuneration • Full-time Employment

Call **612-3617**
or send applications to **admin@lazuriapparel.com**
by **December 16th, 2022**

11. Optical Assistant - Accounts Clerk wanted at Value Optical

**Free Online Courses With Certificates & Diplomas**

25 Million Learners. 15 Years. 100% Free Courses

**Optical Assistant - Accounts Clerk wanted at Value Optical**

Value Optical is looking for an Optical Assistant / Accounts Clerk for our Movie Towne, Port of Spain branch.

If interested, please use the link below to submit your applications by Friday 16th December 2022.

<https://www.valueoptical.com/join-our-team/>

Only short-listed candidates will be contacted.

[\[View file #8190 online\]](#)

**WE ARE
HIRING**
JOIN OUR TEAM

OPTICAL ASSISTANT / ACCOUNTS CLERK
MOVIETOWNE (POS)

INTERESTED?
Visit the link below to submit your applications by
FRIDAY 16TH DECEMBER 2022

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED

TOLL FREE 800-2020

**VALUE
OPTICAL**
EXPERT CARE FOR YOUR EYES

12. Screen Printer wanted at Lazuri Apparel



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Screen Printer wanted at Lazuri Apparel

We are expanding our Manufacturing Operations and we're looking for You!!!! Once you satisfy the requirements in the advertisement, kindly send your applications to admin@lazuriapparel.com or call 612-3617 for more information.

[\[View file #8191 online\]](#)



WE'RE EXPANDING!

- SCREEN PRINTER
- EMBROIDERY MACHINE OPERATER
- FABRIC CUTTER
- SEWING MACHINE OPERATORS

Needed for Garment Factory in Mt Hope
Attractive remuneration • Full-time Employment

Call **612-3617**
or send applications to **admin@lazuriapparel.com**
by **December 16th, 2022**

13. Alignment Technician Wanted

**Free Online Courses With Certificates & Diplomas**

25 Million Learners. 15 Years. 100% Free Courses

**Alignment Technician Wanted**

Alignment Technician Wanted

[\[View file #8193 online\]](#)

vacancy
source: express classifieds

**ALIGNMENT TECHNICIAN
and Tyre Technician
needed @ Service Centre,
#69 Eastern Main Road, St Augustine.
Call: 368-1544, 271-8710**

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

LIKE FOLLOW us SHARE
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14. Part Time Chauffeur Wanted - 3 Days Per Week

**Free Online Courses With Certificates & Diplomas**

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**Part Time Chauffeur Wanted - 3 Days Per Week**

Part Time Chauffeur Wanted - 3 Days Per Week

[\[View file #8194 online\]](#)

vacancy
source: express classifieds

PART-TIME CHAFFEUR
3 days per week,
Former retired bank employee,
Ex pat employee.
Please call 638-7268 x 270/ 268

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

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15. Tyre Technician Wanted

**Free Online Courses With Certificates & Diplomas**

25 Million Learners. 15 Years. 100% Free Courses

**Tyre Technician Wanted**

Tyre Technician Wanted

[\[View file #8195 online\]](#)

vacancy
source: express classifieds

**ALIGNMENT TECHNICIAN
and Tyre Technician
needed @ Service Centre,
#69 Eastern Main Road, St Augustine.
Call: 368-1544, 271-8710**

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

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16. Housekeeper needed



Free Online Courses With Certificates & Diplomas

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Housekeeper needed

Housekeeper needed : Contact 707-3270 for further details

[\[View file #8196 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

17. Looking for someone to work 2 days in Christmas monday and Tuesday



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Looking for someone to work 2 days in Christmas monday and Tuesday

Looking for someone to work 2 days in Christmas monday and Tuesday any one interesting call 3754010

[\[View file #8197 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

18. Part Time job available Courier for the East West corridor.



Free Online Courses With Certificates & Diplomas

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Part Time job available Courier for the East West corridor.

Part Time job available
Courier for the East West corridor.
WhatsApp- 3314859
[\[View file #8198 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

19. Looking for a tractor operator for agricultural farming, central area, good salary,



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Looking for a tractor operator for agricultural farming, central area, good salary,

Looking for a tractor operator for agricultural farming, central area, good salary, 766 6098

[\[View file #8199 online\]](#)



VacancyAd.com/tt

Trinidad and Tobago

20. Chief Security Officers (CSO) and Security Officers Wanted

**Free Online Courses With Certificates & Diplomas**

25 Million Learners. 15 Years. 100% Free Courses

**Chief Security Officers (CSO) and Security Officers Wanted**

Security Company in the central area accepting applications for Chief Security Officers (CSO) and Security Officers.

- ✓Must have 3 O'Level passes
- ✓Must be 25 years and over
- ✓Certificate of Character
- ✓Experience is an asset

Interested persons can call 673-7568 for more information Monday - Friday between the hours of 7am to 4pm

[\[View file #8200 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

21. Good day,experienced roti cook/general kitchen worker needed urgently.



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Good day,experienced roti cook/general kitchen worker needed urgently.

Good day,experienced roti cook/general kitchen worker needed urgently. Must be able to work in a fast paced environment.South area.Contact 746-4747 during the hours of 2pm-6pm for more info. Serious inquiries only.Thank you.

[\[View file #8201 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

22. Seeking someone with a pressure washer and paint sprayer



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Seeking someone with a pressure washer and paint sprayer

Looking for someone who cleans and/or paints roofs that has their equipment(pressure washer, paint sprayer etc)

Call: 710-983

[\[View file #8202 online\]](#)



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Trinidad and Tobago

23. Data Entry Clerk Vacancy



Free Online Courses With Certificates & Diplomas

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Data Entry Clerk Vacancy

Data Entry Clerk Vacancy

[\[View file #8203 online\]](#)

VACANCY

DATA ENTRY CLERK

**AT LEADING
SUPERMARKET
CHAGUANAS**

MUST HAVE EXPERIENCE

CALL: 379-1490 / 322-4324

CALL OR WHATSAPP FOR MORE INFORMATION

24. Front office Assistant Vacancy



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Front office Assistant Vacancy

Front office Assistant Vacancy

[\[View file #8204 online\]](#)



Position: Front Office Assistant

Objectives of this role

- This candidate is expected to provide a wide range of administrative support in a timely, accurate and efficient manner to various departments. The Front Desk Assistant should possess the ability to focus and communicate with others, prioritize tasks, and effectively coordinate office operations.

Front Office Assistant Responsibilities:

- Reporting to management and performing administrative duties.
- Answering telephone calls.
- Scheduling and confirming appointments, meetings and events.
- Welcoming and assisting visitors in a friendly and professional manner.
- Handling basic inquiries, sorting mail, receiving & sending of FedEx packages.
- Copying, scanning and filing documents.
- Responsible for inventory.
- Coordination of courier services.
- Performing other administrative tasks if required.

Front Office Assistant Requirements:

- Candidate should possess 5 CXC ordinary level passes.
- Formal qualification in office administration, secretarial work, or related training would be an asset.
- 2-3 years of experience in a similar role.
- Experience in answering, screening calls, phone etiquette.
- Must possess business etiquette and maintain a professional appearance.
- Experience working with Microsoft Office 365.
- Working knowledge of printers, copiers, scanners and fax machines.
- Excellent interpersonal and communication skills to create a welcoming environment.

Applications for this position should be emailed to: vacancyolm@gmail.com

25. Marketing Coordinator Vacancy



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Marketing Coordinator Vacancy

Marketing Coordinator Vacancy

[\[View file #8205 online\]](#)



Position: Marketing Coordinator

Objectives of this role

- This position is responsible for supporting the Media & Publicity Manager and team coordinating events, campaigns, distribution and marketing projects as needed.

Responsibilities

- Conduct research of market trends, customer behavior, and competitor landscape.
- Prepare marketing activity reports and metrics for program success.
- Compile market research, competitor analyses, campaign results and consumer trends.
- Establishing and evaluating marketing strategies by setting campaign objectives, timelines and deliverables to team.
- Coordinating mailing lists.
- Maintain and coordinate inventory of office.

Required skills and qualifications

- Bachelor's degree (or equivalent) in marketing, advertising or communications.
- Candidates should possess 5 CXC ordinary level passes.
- Experience in marketing coordination or similar role.
- Knowledge of traditional digital marketing, content marketing and social media marketing.
- Excellent communication and presentation skills.
- Must be able to work in a fast pace environment with excellent organizational skills.
- Must be proficient in Microsoft Office 365.
- Experience in budgeting.

Applications for this position should be emailed to: vacancyolm@gmail.com

26. Bartenders - Wait Staff - BarBack - Cleaners Wanted at Longon 686



Free Online Courses With Certificates & Diplomas

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Bartenders - Wait Staff - BarBack - Cleaners Wanted at Longon 686

Bartenders - Wait Staff - BarBack - Cleaners Wanted at Longon 686

[\[View file #8206 online\]](#)



We are Hiring!

- Bartenders
- wait staff
- BarBack
- Cleaners

Must have 2 years experience

Call 1868-295-6952

27. Roti Maker needed for the St James area



Free Online Courses With Certificates & Diplomas

25 Million Learners. 15 Years. 100% Free Courses



Roti Maker needed for the St James area

Roti Maker needed for the St James area

\$25 per hour

Call or Whatsapp 3194643

[\[View file #8207 online\]](#)



VacancyAd.com/tt
Trinidad and Tobago

