

NOTICE OF VACANCY

TALENT POOL / LEAVE RELIEF



We are looking for candidates to fill the following positions on a Temporary basis. If you have what is required please submit your resume to careers@pscutt.com, please include the Position and Location in the subject when applying.

Location: Port of Spain, Arima, San Fernando and Tobago

Positions & Requirements:

Customer Service Representative – Locations: Trinidad and Tobago

- Associate's Degree in Business Management or a related field.
- Certificate in Customer Service
- At least 2-years' experience in Customer Service or a related area.
- At least 1-year cash handling experience.
- Experience working in a financial institution will be an asset.

Teller – Location: Trinidad

- Five (5) GCE O'Level or C.X.C. subjects including Mathematics and English Language.
- A' level Qualification would be an asset.
- Familiarity with the co-operative philosophy and credit union operating principles. Basic knowledge of credit union's products and services.
- Proficiency in use of Office Tools and other software relevant to job functions.
- A minimum of two (2) year's performing similar functions.

Driver – Location: Trinidad

- Valid Trinidad and Tobago Driver's Permit, Class 4 i.e. a Heavy T Driver's License.
- Clean driving record and a Police Certificate of Good Character (no more than 6 months old).
- Minimum of three (3) years' professional driving experience.
- A Defensive Driving Certificate is desirable.
- A Minimum of three (3) CXC/GCE O' Level passes, one of which must be English.
- Excellent oral and written communication skills.
- Ability to lift moderately sized and weighted packages.
- Ability to share basic products and services information with the marketing team at various expos.

Receptionist – Locations: Trinidad and Tobago

- Five (5) GCE O'Level or C.X.C. subjects including Mathematics and English Language.
- One (1) to three (3) years working experience.
- Proficient in MS Office
- Location- Tobago
- CSR- Associate's Degree in Business Management or a related field.

How to Apply: Submit resumes to careers@pscutt.com

Addressed to: Manager, Human Resources. PSCU Credit Union Co-operative Society Limited.
24 Sackville Street, Port of Spain

Email Subject: Applicants must indicate the specific position and location in the subject.
Unsuitable Applications would not be acknowledged.