



VACANCY ADVERTISEMENT

Hydro Tech Limited a leading service provider Company, operating in the Energy Services sector, is inviting applications from suitably qualified nationals of Trinidad and Tobago to become a part of a dynamic team in the following positions.

Facilities Manager

- At minimum eight years' experience in Administration or Project Management/Coordination, including at least three years at a Managerial or Supervisory level.
- A bachelor's degree in administration, Management, or equivalent combination of qualifications and experience. A postgraduate degree or related qualification is an asset.
- Working knowledge of facilities, financial, contract and project management.
- Knowledge of effective supervisory practices.
- Budgeting and forecasting skills.
- Must possess a working understanding and knowledge of health and safety processes, procedures, and applicable legislation.
- Risk management, problem-solving and formal reporting skills are required.
- Ability to effectively communicate with a range of audiences and foster a collaborative working environment.
- Proficient in Microsoft Office suite including Word, Excel, PowerPoint, and Outlook.

Facilities Maintenance Coordinator

- At minimum five (5) years facilities maintenance experience.
- Diploma in Maintenance, Electrical, Mechanical or Civil Engineering or equivalent level of qualification.
- Facilities Management Professional certification would be an asset.
- Working knowledge of Control of Work procedure.
- Ability to develop building maintenance strategy.

HSSEQ Manager

- At minimum a bachelor's degree in occupational safety, Health & Environment Management, or related discipline. A postgraduate degree or related qualification is an asset.
- Working knowledge of Quality Management Systems.
- Working knowledge of STOW (Safe to Work) certification.
- Working knowledge of all local HSE legislation, in particular the Trinidad & Tobago Occupational Safety & Health Act (2004 as amended 2006) and the Environmental Management Act (2000) and supporting regulations and how it pertains to the Oil & Gas industry.
- Ten (10) years' working experience in a similar capacity.
- Proficiency in Microsoft Office Suite.
- Excellent interpersonal, presentation and communication skills.
- Effective leadership skills
- Agility and Adaptability

Senior Accounting Technician

- Must be ACCA qualified.
- Five years' experience (5) in auditing, cost accounting and/or financial analysis, with at least 2 years in a Supervisory role.
- Extensive knowledge of auditing principles, practices and procedures.
- Knowledge of financial systems development and administration.
- Excellent supervisory skills, ability to lead and motivate teams.

- Ability to create maintenance procedures.
- Knowledge of effective supervisory practices; required to supervise maintenance staff.
- Must possess a working understanding and knowledge of health and safety processes, procedures, and applicable legislation.
- Ability to effectively communicate with a range of audiences and foster a collaborative working environment.
- Proficient in Microsoft Office suite including Word, Excel, and Outlook.
- Knowledge of record keeping procedures.
- Excellent communication skills, both verbal and written.
- Strong technical accounting knowledge.

Senior Administrative Officer

- At minimum five (5) years' experience in an administrative capacity, with at least two (2) years' experience in a supervisory capacity.
- Associate degree in office administration, Business Management, or related field.
- Highly proficient in Microsoft Office suite.
- Working knowledge in preparing quotations, estimates and invoices.
- Working knowledge of Peachtree would be considered an asset.
- Good command of the English language including good written and oral communication skills.
- Team player with the ability to work in a demanding and fast-paced environment.
- Planning and scheduling skills.

Project Analyst

- At minimum CAPM or a bachelor's degree in project management, Business Management or an equivalent combination of education and experience.
- Working knowledge of Project Management practices and principles.
- Track, forecast and report on project progress including metrics and challenges.
- Strong ability to analyse, interpret and present data in various formats.
- Three (3) years' working experience in a similar capacity.
- Strong organisational and problem-solving skills.
- Proficient in Microsoft Office Suite.
- Experience in using Project Management software.
- Excellent interpersonal and communication skills.
- Flexible to work long hours as required to meet project deadlines.

Human Resource Officer

- Bachelor's degree in human resource management or business Management or a related field.
- At minimum five (5) years' experience in the HR field.
- Proficient in Microsoft Office suite including Word, Access, Excel, PowerPoint, and Outlook.
- Working knowledge of labour laws and acceptable industrial relations practices.
- Excellent team-player who is results-oriented and possesses strong analytical skills.
- Good command of the English language including good written and oral communication skills.
- Ability to maintain strict confidentiality.

Help Desk Assistant

- At minimum five (5) CXC O Level subjects including Mathematics and English Language.
- Must be computer literate.
- Proficient in Microsoft Office suite including Word, Excel, and Outlook.
- Must be able to operate PABX system.

- Basic knowledge of general office equipment.
- Strong written and verbal communication skills.
- Good problem-solving and research skills.
- Interpersonal skills that function to create positive experiences for customers.

IT Technician

- A bachelor's degree in information technology, Computer Science, or related discipline.
- At minimum seven (7) years' experience in computer networks and systems maintenance.
- IT Technician Certification would be considered an asset (CompTIA A+, Network+, Microsoft Certified IT Professional)
- Knowledge of access control systems.
- Excellent diagnostic and problem-solving skills.
- In-depth understanding of diverse computer systems and networks.
- Good knowledge of internet security and data privacy principles.
- Outstanding organizational and time-management skills.
- Excellent communication skills: ability to provide Helpdesk support to end-users.

Courier

- At minimum three (3) years' experience as a Courier/Driver.
- Valid Class 4 T&T Driver's Permit.
- Defensive Driving training will be considered an asset.
- At minimum three (3) CXC subjects.

Janitor (Office)

- At minimum three (3) years' experience as a Janitor in an office environment.
- Knowledge of cleaning chemicals and supplies.
- General knowledge of Health and Safety standards in the workplace.
- Ability to work independently.
- Strong interpersonal skills.
- Good time management skills.

If you meet the above requirements, please e-mail your resume together with copies of relevant certificates and Police Certificate of Character by:

September 29th 2023 to: hr@hydrotech.co.tt

Unsuitable applications will not be acknowledged.