



For all life's journeys

Employment Opportunity

Trinidad & Tobago National Petroleum Marketing Company Limited invites suitably qualified nationals to apply for the following position:

EMPLOYEE / INDUSTRIAL RELATIONS MANAGER

The Employee / Industrial Relations Manager will be responsible for managing the Company's Employee and Industrial Relations portfolios including establishing and maintaining systems, processes and procedures for the sustainable reconciliation of employee, management and union interests, as well as, ensuring best practice employee relations and benefits administration.

RESPONSIBILITIES INCLUDE:

- Supporting the attainment of the HR Strategic Plan through active participation and achievement of established KPIs.
- Advising management, at all levels, as well as guiding union officials in development, application, and interpretation of Industrial Relations policies and practices.
- Participating in negotiations of Collective Agreements as a member of the Company's Negotiation Team.
- Preparing statistical reports and providing relevant data, using records of actions taken concerning grievances, arbitration and mediation cases, and related labour relations activities, to identify problem areas.
- Developing strategy for positive and proactive labour relations, including but not limited to grievances and arbitration functions.
- Facilitating grievance dispute resolution, processes and track grievances, monitoring trends and proactively advising managers on possible resolutions to issues.
- Defining a fair, equitable and competitive total compensation package and ensuring that compensation practices are in compliance with current legislation and the Company's Collective Agreement.
- Administering and managing employee related benefit plans.
- Representing the Company at key stakeholder meetings to include EAPs, Trustees, Brokers, etc.
- Making representation and submissions at the Ministry of Labour and Industrial Court.
- Conducting ongoing research into emerging trends, issues and best practices related to Industrial Relations/Employee Relations.
- Recommending and developing HR related Policies, Procedures, and Systems that are aligned with and that support the business in achieving its objectives.
- Performing any other duties as required by the job function.

THE SUCCESSFUL CANDIDATE MUST IDEALLY POSSESS:

- A Bachelor's Degree in Human Resource Management, Industrial Relations or Business Administration
 - At least seven (7) years' experience in a unionised environment with demonstrated labour relations grievance, negotiations and strategy accountabilities
 - At least five (5) years' experience in employee relations management or a combination of qualification and experience
 - Comprehensive knowledge and understanding of industrial relations policies and procedures, and associated legislative frameworks
 - Proficient in Microsoft Suite applications
 - Ability to work in a fast-paced environment
 - Strategic thinker
 - Strong interpersonal skills (e.g. tact/diplomacy, persuasion, cooperation, negotiations).
 - Results and detail oriented
 - Strong verbal and written communication skills
 - Excellent organisational and time management skills
 - Ability to resolve disputes and observe confidentiality
 - Excellent research and analytical skills
- OR Any other suitable combination of qualifications, experience and expertise.

Persons who meet the above requirements are invited to email a complete résumé with cover letter no later than 2026 May 15 to:

General Manager Human Resource & HSSE
Trinidad & Tobago National Petroleum Marketing Company Limited
NP House, National Drive, Sea Lots, Port of Spain
email : vacancies@np.co.tt

NB: Only suitable applicants will be contacted.