For all life's journeys

Employment Opportunity

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

CLERK DISPATCHER – TOBAGO

The Clerk Dispatcher is generally accountable for ensuring the safe, prompt and efficient dispatch of the company's bulk oils and packed products to its customers, based on orders received. Additionally, the position reconciles and accounts for bulk stock movements.

RESPONSIBILITIES:

- Coordinates the delivery of fuels, lubricant and LPG products to ensure customers receive the accurate product specifications within a timely manner.
- Receives orders for white oils.
- Prepares meter loading tickets and delivery schedules.
- Conducts daily stock checks.
- Prepares month-end bulk stock reports and invoices to facilitate revenue collection.
- Generates bills for the sale of aviation fuel as directed.
- Submits documents for deliveries from government, industrial customers and respective sales representatives.
- Files all written orders when fulfilled and maintains up-to-date records of all deliveries, in order to contribute to proper record keeping.
- Performs all duties in conformance with appropriate safety and security standards.
- Performs any other duties as required by the job function.

THE SUCCESSFUL CANDIDATE MUST IDEALLY POSSESS:

- Five (5) GCE/CXC passes at General Proficiency Level passes, including English Language and Mathematics.
- Two (2) GCE A' Levels or two (2) CAPE passes Units I & II.
- A minimum of three (3) years' experience in a similar or related job.

Or any other equivalent combination of qualification and experience.

- Good oral, written, interpersonal communication and customer service skills.
- Proficiency in Microsoft Office Suite applications.

Persons who meet the above requirements are invited to email a complete résumé with cover letter no later than 2026 November 18 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.