



Trinidad and Tobago
Postal Corporation

JOB OPPORTUNITY

TEMPORARY RELIEF OFFICER-DELIVERY

POSITION- TEMPORARY RELIEF OFFICER- DELIVERY

SCOPE- TTPost IS SEEKING TO ENGAGE PERSONS CAPABLE OF AND QUALIFIED TO DELIVER MAIL AND OTHER POSTAL ARTICLES TO THE CITIZENRY OF TRINIDAD AND TOBAGO. DELIVERY WILL BE IN ACCORDANCE WITH THE AGREED UPON SERVICE DELIVERY STANDARDS AND TO BE PERFORMED A COURTEOUS AND PROFESSIONAL MANNER.

KEY DUTIES AND RESPONSIBILITIES-

- Sorting mail in order of delivery.
- Delivers all postal articles assigned daily to various publics on assigned routes by motor scooter in accordance with the agreed service delivery standards.
- Completes daily log report on amount delivered, returned and mails under query.
- Prepares Logs and signs for international mail and registered mail as required.
- Interface in a polite, professional and courteous manner with all publics.
- Daily checks of the motor scooters before use and completes the required forms for sign off.
- Adheres to health and safety rules, regulations and guidelines.
- Performs other related duties as may be required by the job function.

EDUCATION/ QUALIFICATIONS:

- Three (3) CXC/GCE O'Levels including English Language
- Working knowledge of Microsoft Word and Excel can be an asset.
- Valid Drivers Permit- Class 1

ESSENTIAL SKILLS/ ATTRIBUTES

- ABILITY TO RIDE A MOTOR SCOOTER

EXPERIENCE:

- Geographic knowledge of Trinidad and Tobago including a good understanding of boundaries of towns and villages.
- Experience in riding a motor scooter.

AREAS NEEDED:

Barrackpore	Penal/ Debe	Marabella	Mayaro
Point Fortin	Chaguanas	Claxton Bay	Rio Claro
Couva	Arima	Gasparillo	Moruga/ Princes Town
La Horquetta	Palo Seco	Carapichaima	New Grant
Tabaquite	Siparia	La Romain	Tobago

The closing date for applications is June 15th 2023 to be submitted via hand, mail or email.

Please note that unsuitable and late applications will not be acknowledged.

Application letters with a resume should be addressed and sent to: -

Joann Rodriguez
General Manager Human Resources
Trinidad and Tobago Postal Corporation
National Mail Centre
240-250 Golden Grove Road
Piarco 350462 Trinidad and Tobago

Email- recruitment@tppost.net