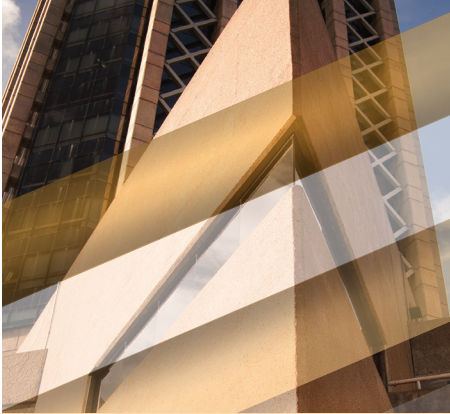


CAREER OPPORTUNITY

Customer Service Receptionist (Car Park)

Support Services Department



The Central Bank of Trinidad and Tobago was established by an Act of Parliament on December 12, 1964. At that time it was given the following mandate, which remains its mission statement to this day:

"The Bank shall have as its purpose the promotion of such monetary, credit and exchange policies as would foster monetary and financial stability and public confidence and be favourable to the economy of Trinidad and Tobago."

The Central Bank of Trinidad and Tobago is widely respected as a monetary policy authority and guardian of financial stability grounded in international best practices. Its policies are credible and transparent and inspire confidence in the domestic currency. Its actions foster the growth and development of the economy and improve the well-being of our citizens.

As a knowledge based institution, the Central Bank will provide visionary and dynamic leadership and work to position Trinidad and Tobago as the financial centre of the region.

The Central Bank of Trinidad and Tobago is looking for a suitably qualified and experienced individual to join the Support Services (Administration) Department on a two (2) year contractual basis.

Reporting to the Senior Operations Officer II, Support Services department, the incumbent will provide quality service to car park customers, patrol the Facility on a daily basis to ensure that customers are adhering to the Facility's guidelines, and ensure that vehicles are properly secured.

The incumbent will be responsible for providing courteous and polite service to car park customers, assisting them by providing information and resolving their complaints where applicable, executing the operational procedures of the car park and ensuring customers are in adherence with all instructions by conducting daily patrols. They will also operate the barriers to allow the entry and exit of customers utilizing the Facility, maintain and update the daily car park logs and reports, maintain the daily car park diary of all incidents, accidents and other occurrences and ensure that these events are promptly escalated to the Supervisor for appropriate action and assist with the production of the quarterly parking tickets and distributes and collects parking tickets from customers on a quarterly basis.

Applicants should possess Three (3) Ordinary Level subjects inclusive of English, Sound time management skills, basic Computer skills, basic health safety and first aid training.

Additional assets for the job would include sound knowledge of principles for providing customer services, working knowledge of relevant protocols.

The ideal candidate will have a minimum of 1 to 2 years working experience in a similar environment.

The Bank offers an attractive remuneration package which includes a Group Health Plan and other benefits.

If you are confident that you meet the foregoing requirements and wish to be confidentially considered for this opportunity, please email your CV and covering letter to: recruitment@central-bank.org.tt

Kindly address covering letters as follows:

Manager, Human Resources,
Central Bank of Trinidad & Tobago,
Eric Williams Plaza, Independence Square, Port of Spain.

Closing Date: May 24, 2019

***We would like to thank all applicants for their interest.
However, we wish to advise that only short listed candidates will be contacted.***