

MANNA SUPPLY COMPANY LTD

No. 1A Boundary Road,
San Juan, Trinidad

Tel: 798-7477

Requires one

(1)-Procurement Manager and

(1) Accountant Manager

Job Duties include:

- Handle full set of accounts**
- File proper government taxes and for employees.**
- Assist in month end close process to ensure timely and accurate retail financial statements**
- Developing, leading and executing purchasing strategies between Trinidad and Chinese companies.
- Tracking and reporting key functional metrics to reduce expenses and improve effectiveness
- Crafting negotiation strategies and closing deals with optimal term

Education and Experience

- Full qualification in accounting/ procurement manager
- Must be certified and qualified with at least 3 years' experience in a reputed commercial organization.
- Previous experience in direct purchasing of materials and ingredients- including developing and negotiating supplier contracts in Trinidad and China
- Applicant must have previous experience with sourcing and vendor management with Chinese companies.
- Good Command of spoken/written English/Mandarin.

Interested applicants must send application and resume to the employer address below before 5th October 2026:

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Applicants are also required to submit a copy of their application to: Chief Manpower Officer, Ministry of Labour,
Small and Micro Enterprise Development, Duke Place, 50-54
Duke Street, Port of Spain or email to cmo.resumes@gov.tt