

VACANCY

**CB&I STS Trinidad Ltd.
(Project-Based – Construction Sector)**

Is seeking to recruit:

Human Resources & Administrative Operations Manager

Requirements:

- Minimum five (5) years' experience in combined human resources and administrative operations within project-based or regulated environments
- Proven hands-on experience managing digitized HR and administrative systems, including payroll support, timesheet automation, allowance calculations, and personnel cost controls
- Advanced proficiency in Microsoft Excel, including complex formulas, automated reporting, data validation, and workflow optimization
- Demonstrated experience maintaining digital personnel records, onboarding systems, compliance matrices, certifications, and site-access documentation
- Ability to function as a primary operational liaison between the local workforce and international corporate teams, ensuring data accuracy and compliance
- Experience providing first-line employee relations and administrative support in coordination with HR management

Interested persons please submit:

Detailed résumé and supporting documentation

Email: rvazquezgomez@cbi.com

**Applicants are also required to submit a copy of the application to: Chief Manpower Officer,
Ministry of Labour & Small Enterprise Development, 50 – 54 Duke Place, Duke Street, Port of Spain**