

GUO'S SUPERMARKET LTD

of #122 Cedar Hill Road, Claxton Bay(Tel: 465-1888)

Requires: (1) Procurement Manager and
(1) Accountant

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 and negotiate contracts between Trinidad and Chinese companies.
 - Tracking and reporting key functional metrics to reduce expenses and improve effectiveness
 - Supervising staff, monitoring operations daily, managing inventory and customer complaints, training employees.

Education and Experience

- Full qualification in respective field of accounting/ procurement manager/business administration
- Must be certified and qualified with at least 2 years' experience in a reputed commercial organization.
- 2-5years of working experience in the respective field with preference to 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 2nd July 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