

# ADMINISTRATIVE MANAGER AND PACKAGING DESIGNER

## JOB DESCRIPTION

BARANA Seafood Processors is looking for a versatile professional to join our company as an Administrative Manager and Packaging Designer. You'll oversee administrative operations, manage international staff and design packaging for our products.

## REQUIREMENTS:

- Experience in administration and packaging design
- Knowledge of seafood industry regulations
- Design skills (portfolio required)
- Strong communication and organizational skills
- Ability to work with international teams
- Bilingual. Fluency in English and one other language (Spanish)
- Ability to translate documents and interpret meetings.

## KEY RESPONSIBILITIES:

- Manage administrative tasks, including HR, Finance and Compliance.
- Review and process customs and immigration documents.
- Manage and update documentation and records
- Design and develop packaging for seafood products
- Ensure regulatory compliance and labeling requirements
- Collaborate with Production and Marketing teams.
- Provide administrative support to management and staff

All Applicants must submit applications with resume and photo by 30th April 2026

to: [nationalfisheries@gmail.com](mailto:nationalfisheries@gmail.com)

Applicants are also required to submit a copy of the application with Resume 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](mailto:cmo.resumes@gov.tt).