

VACANCY

Refractory Construction and Industrial Services limited dba GMB Group is looking to hire a qualified national to fill the position of **Administrative Director** with combined expertise in **Special Refractory & Related Materials and Accounting/ Bookkeeping.**

Ideal candidates should have at least (5+years) of experience and extensive experience in:-

- ✓ Strong knowledge of refractory and related industrial materials.
- ✓ Basic to intermediate accounting skills (bookkeeping, invoicing, cost tracking).
- ✓ Ability to work independently and support both technical and administrative functions.
- ✓ Proven experience in administrative management or a similar leadership role

Applications Should Be Submitted To:

Refractory Construction & Industrial Services Limited dba GMB Group-Lp #50 Exchange Road, Couva.

A COPY OF THE APPLICATION MUST ALSO BE SENT TO:

The Chief Manpower Officer:
Ministry of Labour and Small and Micro Enterprise Development 2nd Floor, Duke Place 50-54 Duke Street Port-of-Spain

**Closing date for application
30th September 2025**

*Unsuitable applications will not be acknowledged-
Knowledge of basic Spanish will be an asset.*