



# TWCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

Main Office #105/107 Henry Street, Port of Spain

Tobago Unit: Port Mall Shopping Centre, 1<sup>st</sup> Floor #A3 Sangster Hill, Scarborough, Tobago

TEL: (868)623-4444 / 3441 CELL/WHATSAPP: (868)797-6387 (Tobago Only)

Email: [info@twcu.co.tt](mailto:info@twcu.co.tt) Website: [www.twcu.co.tt](http://www.twcu.co.tt)



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Established 25<sup>th</sup> May 1950; Registered 17<sup>th</sup> June 1950 – REG. No.CU/82/50

*“Progress through Self Reliance”*

## JOB OPPORTUNITY

### BUSINESS OPERATIONS ASSISTANT - (6-Month Contract)

#### 1.0 Mandate

TWCU Credit Union invites **suitably qualified candidates** to apply for the Business Operations Assistant position within the Operations Department.

This role provides exposure to both Human Resources and Marketing functions and is ideal for employees seeking to broaden their operational experience while contributing to organisational growth.

#### 2.0 Qualifications and Experience:

- Associate Degree in Human Resource Management, Marketing, Business or Management
- Minimum three (3) years' experience in an HR and/or Marketing environment
- Working knowledge of HRIS software
- Understanding of HR practices, confidentiality, and marketing principles
- Proficiency in Microsoft Office applications
- Any other related duties

#### 3.0 Duties and Responsibilities:

Providing administrative and technical support to Human Resources and Marketing functions, maintaining employee records, supporting marketing initiatives, and assisting with internal and external communications.

All applications inclusive of covering letter and CV must be labelled **“Business Operations Assistant”** and can be sent via email to [shurlam@twcu.co.tt](mailto:shurlam@twcu.co.tt) attention **“The General Manager”**; or hand delivered in a sealed envelope and addressed to:

**The General Manager**  
**TWCU Credit Union Co-operative Society Limited**  
**No. 105/107 Henry Street**  
**Port of Spain**

All applications must be received no later than **3:00 p.m. on Thursday 21<sup>st</sup> May 2026**

***Unsuitable applications will not be acknowledged***