



Tourism Trinidad Limited is presently accepting internal applications for the following position:

## **Enumerators (Temporary Part-time)**

The Enumerators would be required to:

1. Administer questionnaires and upload completed responses as instructed.
2. Collect and assemble tablets or physical questionnaires for use each day of work.
3. Be responsible for all documents and equipment in their possession (these include tablets or physical questionnaires).
4. Report responses truthfully.
5. Report technical issues relating to the tablets (digital questionnaire) to supervisor
6. Act in a professional manner when interacting with visitors and staff.
7. Functions as a Tourism Ambassador and provides necessary tourism-related destination information, when applicable.
8. Respectfully ask respondent's permission to administer the survey and assure the respondent that all information collected will be treated as confidential.
9. Report incidents, concerns, and/or issues involving respondents.
10. Prepare and submit periodic reports on any issues or concerns, where necessary.
11. Perform routine tasks and office support duties as required.
12. Perform any other related duties as required.

The Enumerators should possess:

- Minimum of two (2) years' work experience in a customer service / tourism environment.
- Three (3) Ordinary Level Passes including English Language.
- Any equivalent combination of training and experience.
- Possession of a Police Certificate of Good Character.
- Ability to speak a foreign language (conversational French, Spanish and/or German) will be an asset.

Work times will vary based on the estimated time of arrival and departure of the vessels/ flights or due to the nature of the event. Thus, there are no regular hours of work during enumeration. Enumerators may be required to work on Weekends and Public Holidays.

If you meet the above requirements for this opportunity and wish to be considered, kindly email your cover letter and resume to [recruitment@visittrinidad.co.tt](mailto:recruitment@visittrinidad.co.tt)

**Cover Letter must be addressed to:**

**Manager, Corporate Services**

Tourism Trinidad Limited

Level 18, Tower D

International Waterfront Centre

1A Wrightson Road

Port of Spain.

**Kindly note that only shortlisted applicants will be contacted.**

**Deadline for submission of applications is October 25, 2024**