



THE TRINIDAD AND TOBAGO
CENTRAL DEPOSITORY
LIMITED

JOB OPPORTUNITY

Position:	Operational Representative	Department:	Operations
Type:	Full-time, Permanent	Location:	Port of Spain

I	Objective <ul style="list-style-type: none">• To process all required transactions in an accurate and timely manner• To ensure compliance with all applicable procedures, rules and regulations• To provide excellent customer service ensuring all business transactions and information are handled with the strictest confidentiality and in a professional manner
II	Key Responsibilities <ul style="list-style-type: none">• Understand, comply, maintain and reinforce all regulatory compliance, policies, procedures, rules and regulations for TTCD/TTSE• Liaise and follow through with Brokers and external Registrars to ensure all relevant operational information and documents related to TTCD transactions are received on a timely basis.• Complete all activities for processing of daily transactions for TTCD and Regional Exchanges• Reconcile Jumbo Certificates with the Central Bank of Trinidad and Tobago (CBTT) and visit (CBTT) to file certificates• Reconcile with External Registrars to provide information to shareholders and TTCD Board• Sort transactions and post billings accurately on Depend bimonthly• Prepare reports for external Registrars as requested• Generate shareholders statements and provide quality assurance testing before approvals• File clients' transactions and maintain an accurate electronic database• Create new Issuers / Instruments on the system and provide full testing of pre-listing activities as well as middle layer testing for the existing system• Assist with Testing of new procedures on system as required• Performs other related duties as maybe required from time to time
III	Key Relationships / Reporting Structure <ul style="list-style-type: none">• Reports to Supervisor – Central Depository or person so appointed to act in their absence• Interacts with Issuer Company Registrars, Commercial Banks, CBTT, Brokers, internal staff and clients.• Supervises - NIL
IV	Accountability

	<ul style="list-style-type: none"> Accountable for <ul style="list-style-type: none"> Accurate and timely completion of all TTCD transactions Ensuring information on database is accurate and up to date at all times Providing excellent customer service as evidenced by the responsiveness to and timely resolution of customers' queries <p>Compliance with the TTCD/TTSE procedures, rules and regulations</p>
V	Performance Parameters <ul style="list-style-type: none"> Complete all TTCD transactions accurately and timely – specific metrics as defined in annual goals Complete reconciliations with external Registrars and CBTT – specific metrics as defined in annual goals Prepare reports in a timely and accurate manner – specific metrics as defined in annual goals Provide excellent customer service – specific metrics as defined in annual goals Print accurately shareholders' information on statements - specific metrics as defined in annual goals File and maintain documents for ease of retrieval as requested – specific metrics as defined in annual goals Cross Train in other areas within TTCD/TTSE
VI	Value Added Performance and Teamwork <ul style="list-style-type: none"> Suggests solutions to improve processes and procedures in the TTCD operations department Takes the initiative and makes approved adjustments accordingly Provides strong support to team members to ensure department deadlines are met Contributes to building the team spirit within the department and company
The incumbent is required to possess the following combination of qualifications, skills, training and experience:	
VII	Qualifications <ul style="list-style-type: none"> 5 O levels inclusive of English and Mathematics, with minimum grades of I, II and III And Five (5) or more years' work experience in the securities or financial services industry OR Associate Degree in Business Management, Finance, Economics or related field And Three (3) years' work experience in the securities or financial services industry
VIII	Knowledge and Other Skills <ul style="list-style-type: none"> Proficiency in MS Excel, Word Solid Interpersonal and problem-solving skills. Organizational Skills. Ability to work in a fast-paced environment Ability to multitask; Flexibility to handle multiple customer inquiries while working under strict time constraints Excellent written, oral communication and report writing skills. Ability to work independently and within a team environment. Ability to exercise independent thought and judgement while adapting to new tasks with limited notice

THE DEADLINE FOR APPLICATIONS IS WEDNESDAY 14TH JANUARY 2026