



DEVELOPING SPACES  
FOR BUSINESS TO GROW

## VACANCY

### OFFICE ASSISTANT (COURIER/DRIVER)

*To support the organization by ensuring the safe, timely and efficient delivery/collection of packages and correspondences. Additionally, ensuring that The President, Vice Presidents, and on occasion other members of staff, are chauffeured safely and on time. Safe driving skills, time management, customer focused and attention to details are critical competencies for the successful execution of Courier duties.*

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**DUTIES & RESPONSIBILITIES:** The incumbent will be required to:

1. Conduct daily bank transactions, statutory payments and other payments as required.
2. Prepare, Collect and deliver all company's mail and packages externally and internally as scheduled
3. Act responsible by ensuring the safe keeping and handling of high value, strictly confidential mail and packages.
4. Transport Executive Management, Board of Directors and official visitors and on occasion other members of staff, to and from appointments.
5. Safely operate Company Vehicles and ensure to conduct routine basic maintenance and regular cleaning.
6. Assist with basic clerical duties, efficient handling of paperwork including delivery logs, recipient signatures and company - specific documentation.
7. Collect lunches, refreshments or other items to facilitate meetings and functions.
8. Communicate effectively with the Team to confirm delivery details and immediately address any concerns, potential hazards or inquiries.
9. Assist in moving and arranging materials, equipment, furniture, pantry stock and any other items consistent with HSSE policies and procedures.
10. Adherence to road safety regulations consistent with the Trinidad and Tobago Motor Vehicles & Road Traffic Act.
11. Comply fully with the Company's policies and procedures, safety policies and procedures, Core Values and Charter of Business Ethics.
12. Perform any other duties as required by the job function.

**MINIMUM REQUIREMENTS:**

1. Five (5) CXC/GCE subjects including Mathematics and English.
2. Knowledge of Microsoft Office Suite / Computer Literacy
3. Valid Driver's License.
4. Certificate of Character
5. Defensive Driving Certificate.
6. Three (3) years' experience work experience in similar job role.

*Or any other equivalent combination of qualification and experience.*

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Strict Confidentiality and Integrity.
2. Strong interpersonal skills.
3. Commendable work ethics.
4. Flexible and Adaptable.
5. Team player.
6. Excellent communication and customer oriented approach.
7. Organizational and Time Management skills.
8. Familiarity with local roads, routes and traffic awareness.

**All interested suitably qualified applicants should submit their resumes by **April 04, 2024.****

**Unsuitable candidates will not be acknowledged.**

To [careers@eteck.co.tt](mailto:careers@eteck.co.tt)  
Subject: Vacancy – Office Assistant (Courier/Driver)