



DEVELOPING SPACES  
FOR BUSINESS TO GROW

## VACANCY

### ADMINISTRATIVE ASSISTANT

*To provide administrative services in an effective and efficient manner to ensure operations within assigned department are well-organized.*

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

1. Schedule meetings, take and distribute minutes, maintain records of decisions and follow up on action items on behalf of the department.
2. Receive visitors, arrange conference calls and screen and direct incoming calls.
3. Respond to inquiries, and route request for information to appropriate personnel/departments.
4. Prepare monthly status reports on Department activities and conduct research and prepare statistical reports required.
5. Prepare other reports of the department as required.
6. Assist in organizing site visits and developing itineraries for visitors.
7. Coordinate travel arrangements for personnel within the department.
8. Open and distribute incoming mail, type correspondence and other documents.
9. Monitor departmental expenditure and process payments in a timely manner.
10. Assist in the copying, binding, scanning and distribution of documentation.
11. Maintain confidential records and an effective filing system in accordance with the records management system in use by the Company.
12. Comply fully with the Company's policies and procedures, safety policies and procedures, Core Values and Charter of Business Ethics.
13. Perform any other related job duties.

**MINIMUM REQUIREMENTS:**

1. Degree in Business Administration/Management
2. Administrative Professional Certification
3. At least three (3) years experience in office and document management

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

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Excellent Customer Service skills
2. Time Management
3. Attention to detail and high level of accuracy
4. Excellent organizational skills
5. Excellent written & verbal communication skills
6. Office, records and event management skills
7. Understanding office management fundamentals
8. Strong interpersonal skills and the ability to work effectively with a team.
9. Skill in the use of computers and software applications such as Microsoft Office Suite.
10. Proficiency in financial and statistical computations and analysis will be considered an asset

**All interested suitably qualified applicants should submit their resumes by **October 2, 2024.****

**Unsuitable candidates will not be acknowledged.**

**To** [careers@eteck.co.tt](mailto:careers@eteck.co.tt)  
**Subject:** Vacancy – Administrative Assistant