



DEVELOPING SPACES  
FOR BUSINESS TO GROW

## VACANCY

### EXECUTIVE ASSISTANT

*To provide high-level executive support and assistance in the coordination and efficient execution of activities involved in managing the Vice President's Office.*

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

1. Schedule and organize activities including meetings, presentations and other Divisional activities
2. Answer the telephone for the Vice President, take messages, field and answer questions and redirect calls to other members of staff as necessary.
3. Assist the Vice President in the management of his or her schedule.
4. Make travel arrangements for Vice President.
5. Participate in a variety of meetings, workshops, and trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
6. Conduct research, compile data, and prepare documents for consideration and presentation by executives and committees.
7. Review a variety of materials, including reports, letters, and memos for content, and recommend changes.
8. Monitor departmental expenditure and process payments in a timely manner.
9. Analyze incoming correspondences to determine their significance and plan their distribution.
10. Perform general office duties.
11. Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively with staff to provide quality service.
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 duties as required by the job function.

**MINIMUM REQUIREMENTS:**

1. Degree in Business Administration/Management
2. Administrative Professional Certification
3. At least three (3) years experience in a similar position

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

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of office procedures, clerical and recordkeeping operations and the use of various office machines.
2. Skill in the use of computers and software applications such as Microsoft Office Suite.
3. Excellent oral and written communication skill
4. Attention to detail and high level of accuracy
5. Ability to prioritize multiple tasks and work effectively under stress to meet short deadlines.
6. Ability to perform assigned duties with minimum supervision.

**All interested suitably qualified applicants should submit their resumes by **January 23, 2025.****

**Unsuitable candidates will not be acknowledged.**

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