



DEVELOPING SPACES  
FOR BUSINESS TO GROW

## VACANCY

### MARKETING & COMMUNICATIONS ASSISTANT

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

**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 Manager.
2. Monitor departmental expenditure and process payments in a timely manner.
3. Prepare reports and project management documentation.
4. Process philanthropic/sponsorship requests in accordance with e Teck's corporate philanthropy and sponsorship guidelines.
5. Maintain confidential records and an effective filing system.
6. Perform daily scans of the print media for topics relevant to e Teck and maintain the department's newsprint clippings.
7. Conduct desk research for PowerPoint presentations and reports as required.
8. Contribute to the development of articles on Divisional and Departmental success stories and Intranet-Q&A Features
9. Receive visitors, arrange conference calls and screen and direct incoming calls.
10. Respond to inquiries and address requests for information.
11. Assist in organizing site visits and developing itineraries for visitors.
12. Coordinate travel arrangements for personnel within the department.
13. Open and distribute incoming mail and type correspondence.
14. Comply fully with the Company's policies and procedures, safety policies and procedures, Core Values and Charter of Business Ethics.
15. 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 administration and document/database management
4. *Or any other equivalent combination of qualification and experience*

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**KNOWLEDGE, SKILLS AND ABILITIES**

1. Excellent Customer Service skills
2. Time Management skills
3. Attention to detail and high level of accuracy
4. Excellent organizational skills
5. Excellent written & verbal communication skills
6. Understanding office management and project management fundamentals
7. Ability to work effectively with a team.
8. Skill in the use of computers and Microsoft Soft applications including MS PowerPoint, Access and Project

**PERSONALITY TRAITS**

Self-confident with strong ability to engage and negotiate with stakeholders at all levels. Professional, results- focused, self-directed and accountable team player who can work independently, with minimum supervision. Thorough and resourceful. Enjoys working in a fast-paced and dynamic environment. Focused and composed under pressure.

**All interested suitably qualified applicants should submit their resumes by **January 17, 2025.****

**Unsuitable candidates will not be acknowledged.**

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