



VACANCY: SHORT TERM EMPLOYMENT 6 MONTHS

Job Title : **MALL MANAGER**
Reports To : **OPERATIONS SPECIAL ADVISOR**
Location : **POSSCL Head Office: #41 Independence Square, P.O.S.**

Background

Port of Spain Shopping Complex Limited (POSSCL) is a state enterprise under the purview of the Ministry of Housing and Urban Development with the responsibility of managing what was formerly New City Mall, located at #41 Independence Square Port-of-Spain and Eastside Plaza, located at #32 Charlotte Street Port-of-Spain.

We are seeking a dynamic and experienced professional to join our team as **Mall Manager**. The ideal candidate will assume responsibility for the day-to-day operations, ensuring a safe, attractive, and customer-focused environment while driving business growth and operational excellence.

Key Responsibilities

- Advertises and markets the Mall through events planning, community outreach and creating an enticing environment to attract prospective tenants.
- Plans, directs, and organizes seasonal functions of the mall.
- Ensures that Mall expenditures fall in line with its budget.
- Maintains quality service by ensuring adherence to quality standards by all occupants of the mall.
- Assists in the development of the Mall's strategic plan and policy formulation.
- Maintains an appropriate filing system and records relating to the Mall's operations.
- Liaises with Tenants/Occupiers of the Mall or their duly appointed representative, in the development of promotional activities/programmes.
- Develops an appropriate schedule for cleaning and maintenance of the Mall's facilities.
- Ensures all contractual services for the maintenance of the mall meet contractual specifications.
- Vetting applications of potential tenants

Qualifications and Skills

- Bachelor's degree in Business Management, Finance, Human Resource Management, or other related field from a recognized and accredited institution.
- Strong leadership, organizational, and coordination skills.
- Strong communication skills
- Excellent relationship building, networking and teambuilding skills
- Exceptional problem-solving and customer service abilities.
- Ability to prioritize actions
- Critical thinking and decision making
- Competence in the use of the Microsoft Office Suite of Applications including MS Word®, and MS Excel®

Experience

- Minimum of five (5) years in a related or similar role.
- At least two (2) years in a supervisory capacity, preferably in retail, mall, or property management capacity.

Why Join Us?

Be part of a team that creates memorable shopping experiences and drives community engagement in a thriving retail environment.

How to Apply:

Applications are to be submitted by **Friday 7th February, 2025** via posscl@gov.tt or can be delivered to #41 Independence Square Port-of-Spain (formerly New City Mall) with **Subject: VACANCY- MALL MANAGER**

We regret that late submissions shall not be considered.