



## **VACANCY: SHORT-TERM EMPLOYMENT 6 MONTHS**

- Job Title** : **Operations Assistant**
- Reports To** : **Operations Specialist Advisor**
- Location** : **POSSCL Head Office: 41 Independence Square, Port-of-Spain**

### **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 and Eastside Plaza, located at 32 Charlotte Street. POSSCL is charged with the responsibility of nurturing the entrepreneurial spirit among the residents of East Port of Spain and ultimately contributing to the improvement in their standard of living. Using a business incubator model, the company offers subsidized commercial rental spaces as well as a suite of business support services for a predetermined period all geared towards the growth and development of the businesses located within its walls.

### **Position Scope**

The Operations Assistant provides administrative support to the Operations Specialist Advisor. Daily duties include responding to emails, answering phone calls, scheduling meetings or appointments, performing research, compiling data, and helping with strategy development. This position is crucial to the smooth daily function of the office.

### **Key Duties and Responsibilities**

- Answers phone calls, sends emails/faxes.
- Generates documents, reports, spreadsheets, charts, tables, meeting notes, in support of business functions.
- Scans documents and makes photocopies.
- Maintains and administers department-wide filing system.
- Assists in the distribution of documentation to management; Prepares documents and drafts routine letters and other correspondences, and reviews and edits prepared documents for formatting and accuracy.

- Creates meeting agenda, co-ordinates meetings and conference calls; Takes meeting minutes.
- Manages department calendars and schedules.
- Studies and analyses raw data including system data and processes, and turning them into useful information as required.
- Assists in other project related activities such as training and small project tasks.
- Prepares and assists in developing presentation material when needed.
- Communicates and coordinates with management, department staff and mall staff.
- Performs other general administrative and clerical office duties as required.

### **Position Specification**

#### **EDUCATION**

- A Degree in Business, Management, or a related field.

#### **EXPERIENCE**

- 3+ years in an administrative support role at a senior executive level.  
A suitable combination of qualifications and experience will be considered.

#### **ESSENTIAL SKILLS/ ATTRIBUTES**

- Expert administrative experience in a corporate environment interfacing with Management, General Manager, Board of Directors, and other key internal and external stakeholders.
- Confidential; Ability to exercise discretion and appropriately handle highly sensitive, strategic and restricted/classified information.
- Strong attention to detail, analytic capabilities and pattern recognition.
- Must be pro-active and think ahead; Must have the ability to anticipate needs of Management for reports.
- Excellent verbal and written communication skills.
- Developed interpersonal skills with a high degree of professionalism.
- Self-motivated, commitment to objectives and reliability of work attendance.
- Must be able to work under strict time constraints, or conflicting priorities.
- Proficient with Microsoft Office Suite or related software.

Applications are to be submitted by **Friday 7<sup>th</sup> February, 2025** via [posscl@gov.tt](mailto:posscl@gov.tt) or can be delivered to #41 Independence Square (formerly New City Mall), Port-of-Spain with subject:

#### **EXECUTIVE ADMINISTRATIVE ASSISTANT.**

Late submissions shall not be considered.