



## 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.

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### 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®

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## 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.

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## 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 7<sup>th</sup> February, 2025** via [posscl@gov.tt](mailto: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.



## **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.