

CAREER OPPORTUNITY

The Human Resources Department is inviting applications from suitably qualified SportTT employees to fill the positions of:

ADMINISTRATIVE ASSISTANT

JOB PURPOSE:

The incumbent is required to perform a variety of complex secretarial and administrative support duties for the Department Head and staff at SportTT. Work involves the performance of office management functions, records management, assisting in the collation of strategy, budgeting, work programme planning documentation, and undertaking follow-up activities as required.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Training as evidenced by the possession of an Association of Business Executives Diploma (ABE); or Certificate in Public Administration (CPA) or equivalent;
- **AND** a minimum of four (4) years' experience performing secretarial and administrative support duties.
- Proficient in Microsoft Office Suite.

Considered an Asset

- Proficient in Spanish
- Project Management Certification
- Experience in an Audit environment.

Or any equivalent combination of qualification and experience.

COMPETENCIES:

The individual should be results-oriented, has sound written and verbal communications skills, coupled with highly developed interpersonal skills and sound time management skills to ensure multiple tasks simultaneously are completed within compressed timeframes.

If you think you possess the required competencies, kindly submit your application no later than **2023 April 26**. Applications should be submitted to recruitment@sportt-tt.com Subject: **Administrative Assistant**

Unsuitable applications will not be acknowledged