



## CAREER OPPORTUNITY

*The Sports Company of Trinidad and Tobago Limited is inviting applications from suitably qualified citizens fo Trinidad and Tobago to fill the positions of:*

### Executive Assistant

#### JOB PURPOSE:

The incumbent is required to provide confidential secretarial and analytical support to effectively meet the needs of the Chief Executive Officer, serving as a liaison between the Board of Directors and the senior management team, while organising and coordinating executive outreach and external relations efforts, overseeing special projects and providing administrative support to meet corporate statutory and policy requirements.

#### Minimum Education and Qualifications

- Certification in Office Administration, Administrative Management or similar qualification.
- Proficient in Microsoft Office Suite
- Would be an asset:
  - Experience in in Report Writing;
  - Certification in Powerpoint (Intermediate Level);
  - Experience in State Enterprises;
  - Proficient in the use of Adobe and video conferencing solutions,

#### Experience

At least five (5) years' experience in a similar position supporting C-Level Executives.

*Or any equivalent combination of qualifications and experience*

#### COMPETENCIES:

We are in search of a team-player who has integrity, is results-oriented, possesses strong analytical skills, and great flexibility. Skills in records management, modern office practices & procedures, customer service, and experience dealing with multiple stakeholders are necessary. Considerable knowledge of relevant State Enterprises' guidelines and experience in preparing statutory submissions is welcomed.

If you think you possess the required competencies, kindly submit your application no later than **2023 June 05**. Applications should be submitted to [JobsTT](#).

**Unsuitable applications will not be acknowledged.**