



CAREER OPPORTUNITY

SporTT is seeking to recruit a suitably qualified individual for the following position:

ADMINISTRATIVE ASSISTANT

JOB SUMMARY:

The incumbent is required to provide high-level administrative, clerical and logistical support to the Head of the Elite Athlete Wellbeing Unit (EAWU) and wider team to ensure efficient and effective operations.

ROLES AND RESPONSIBILITIES:

- Assist in the preparation of strategic and operational reports
- Maintain administrative systems aligned with Unit goals
- Coordinate schedules, meetings and official correspondence
- Manage filing systems and maintain confidential records
- Provide logistical support for training, workshops and events
- Serve as a key communication point between Head, staff and external and internal stakeholders
- Minute taking for weekly meetings, meetings with stakeholders and any other special meetings as requested by Head
- Compile and submit weekly administrative updates
- Assist in monthly and quarterly reporting to internal and external stakeholders

QUALIFICATIONS:

- Relevant degree or certification
- Or
- Any equivalent combination of experience and training

EXPERIENCE:

- At least 5 years' experience in a related role
- Or
- Through demonstrated proficiency

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in Microsoft 365 Suite
- Strong communication and organizational skills
- Teamwork

All Candidates must possess good interpersonal skills with a strong work ethic and commitment to excellence. Candidates must be able to deliver superior quality in a fast-paced environment.



Applications with full resumes should be sent to:

The Human Resource Department
The Sports Company of Trinidad and Tobago Limited
National Cycling Velodrome, Off Couva Main Road, Balmain, Couva

Or

recruitment@sportt-tt.com

Deadline for submission of applications:

No later than Friday 13th March 2026 at 4:00pm

Dated: 2026 March 01