



CAREER OPPORTUNITY

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

ASSISTANT, CENTRAL SERVICES

JOB SUMMARY:

The incumbent is required to provide essential support in executing administrative tasks, creating a positive first impression for SporTT, coordinating hospitality services, and maintaining a welcoming environment for internal and external stakeholders thereby fulfilling the mandate of SporTT.

ROLES AND RESPONSIBILITIES:

- Assist in implementing office management strategies
- Provide administrative support to Central Services
- Maintain the company's lobby area
- Greet and direct visitors
- Handle incoming calls and correspondence
- Schedule courier services
- Compile list of courier activities daily
- Prepare packages for courier services daily
- Coordinate courier services with clients
- Manage hospitality services for internal meetings
- Assist with preparation and execution of internal meetings and events, including hospitality services
- Assists with employee engagement activities
- Assists with the inventory management of office supplies, groceries, and maintenance supplies
- Build rapport and establish positive relationships with visitors and staff
- Collaborate with team members to maintain efficient office operations
- Reports on Courier Services
- Provide updates to Officer, Central Services as required

QUALIFICATIONS:

- Training as evidenced by possession of five (5) CXC O'Level Passes including English Language and Mathematics
- Proficient in Microsoft Office Suite
- Certificate in Customer Service
- Certificate in Hospitality
- Or
- Any equivalent combination of experience and training

EXPERIENCE:

- Minimum of two (2) years' experience in an administrative or customer service role
- Or
- Through demonstrated proficiency in office management and customer service



KNOWLEDGE, SKILLS AND ABILITIES:

- Familiarity with office management software
- Strong communication and customer service skills
- Skilled in emotional intelligence
- Ability to negotiate
- Ability to de-escalate
- Ability to multitask and prioritize tasks efficiently
- Ability to learn new software programs quickly
- Excellent attention to detail
- Strong organizational and time management skills

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