



CAREER OPPORTUNITY

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

OFFICER, CLERICAL - FACILITIES

JOB SUMMARY:

The incumbent is required to assist the Administrative Assistant with email, filing, scheduling, reports etc in the day-to-day operations of the facility and preparation of procurement and accounting documents.

ROLES AND RESPONSIBILITIES:

- Performs general clerical duties including but not limited to: photocopying, scanning, mailing, and filing
- Assists in the planning and management of meetings, workshops and conferences
- Manages and maintains filing systems in accordance with established procedure
- Generates accurate a wide variety of documents such as letters, memoranda, minutes, reports, and spreadsheets utilising appropriate software
- Orders, issues, and maintains inventory of supplies and equipment
- Assists in the preparation of timesheets, vouchers, invoices, requisitions and relevant Company documents
- Attends to queries and ascertains the business of callers and visitors and guides them accordingly
- Monitor petty cash usage and request reimbursement in a timely manner
- Conduct all duties in conformance with Health, Safety, Environment & Security (HSE &S) requirements
- Performs special assignments and other related duties as required
- Receives and screens incoming calls, determines priority matters and notifies relevant individual accordingly
- Liaises with suppliers and contractors as necessary to complete required details on forms and other procurement and accounting documents
- Assist in the preparation of reports

QUALIFICATIONS:

- Five (5) CXC O'Level Passes including Mathematics and English or equivalent technical/vocational qualifications
- Proficient in MS Suite
- Or
- Any equivalent combination of experience and training

EXPERIENCE:

- Minimum 3 years' experience performing clerical duties

KNOWLEDGE, SKILLS AND ABILITIES:

- Intermediate Computer literacy
- Expert typist (speed & accuracy)
- Working at events
- Site visits with clients
- Meeting reports deadlines



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