



CAREER OPPORTUNITY

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

OFFICER, CLERICAL - PROCUREMENT

JOB SUMMARY:

The incumbent is required to provide a variety of clerical/secretarial and administrative support duties of limited complexity, while projecting a professional company image through in-person and virtual interaction with staff, clients, and stakeholders, thereby fulfilling the mandate of SporTT.

ROLES AND RESPONSIBILITIES:

- Performs general clerical duties including but not limited to: photocopying, scanning, mailing, and filing
- Manages and maintains physical and soft copy filing systems in accordance with established Procurement procedure
- Accurately generate 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 reconciliation of invoices and purchase orders for payment
- Performs general clerical duties including but not limited to photocopying, scanning, mailing, and filing
- Manages and maintains physical and soft copy filing systems in accordance with established Procurement procedure
- Accurately generate 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 reconciliation of invoices and purchase orders for payment
- Conduct all duties in conformance with Health, Safety, Environment & Security (HSE &S) requirements
- Performs special assignments and other related duties as required
- Attends to queries and ascertains the business of callers and visitors and guides them accordingly
- Generate weekly Purchase Order Status Report
- Assist with the preparation of OPR Quarterly Reporting

QUALIFICATIONS:

- Proficient in Microsoft Office Suite
- Or
- Any equivalent combination of experience and training

EXPERIENCE:

- Minimum of two (2) years' experience in a similar position



KNOWLEDGE, SKILLS AND ABILITIES:

- Skilled in oral and written communication
- Skilled in maintaining confidentiality in the performance of duties
- Skilled in planning & organising
- Skilled in customer service
- Ability to seek ways to continuously improve external and internal customer satisfaction with product or service quality and on-time delivery
- Ability to work as part of a group of people, toward solutions that generally benefit all involved parties
- Knowledge of preparing comprehensive reports and policy briefs
- Knowledge of basic utilities
- Ability to multi-task and prioritize work and manage time effectively

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