The Sports Company of Trinidad and Tobago Limited

CAREER OPPORTUNITY

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

TECHNICIAN, FACILITIES (HELPDESK)

JOB SUMMARY:

The incumbent will receive, assess, record and dispatch facilities maintenance requests through SporTT's Computerized Maintenance Management System (CMMS) and other communication channels. The role also provides customer service and administrative support, monitors outstanding requests and follows up with the relevant personnel to ensure work orders are completed and clients receive timely feedback.

ROLES AND RESPONSIBILITIES:

- Receive and screen maintenance requests submitted through the CMMS portal, email, telephone and other channels.
- Assess incoming requests, determine priorities and direct or dispatch requests to the appropriate maintenance personnel in accordance with established procedures.
- Prepare, update and distribute work orders according to the CMMS schedule and maintenance demands.
- Liaise with technicians and craftsmen regarding work-order progress, completion and the resolution of conflicting requests.
- Follow up outstanding requests through to completion and closure, and provide clients with feedback on the status of their requests.
- Receive and screen incoming calls, identify priority matters and notify the relevant personnel.
- Maintain filing systems and perform general clerical duties, including photocopying, scanning, mailing and filing.
- Assist with timesheets, vouchers, invoices, requisitions and other procurement or accounting documents.
- Order, issue and maintain records of supplies and equipment, where relevant.
- Liaise with suppliers and contractors to obtain information required for procurement and accounting documentation.
- Prepare CMMS-related KPI and statistical reports and assist with other departmental reporting.
- Crosstrain with the Storekeeper and Maintenance Planner/Coordinator to provide limited relief support during short absences, within the scope of competence.
- Perform all duties in accordance with health, safety, environment and security requirements.
- Perform related work as may be required by the job functions.

QUALIFICATIONS:

- Five (5) CXC O'Level passes, including Mathematics and English, or equivalent technical/vocational qualifications.
- Proficiency in Microsoft Office Suite, including Word, Excel and Outlook.
- A Technician's Diploma or Certificate in Mechanical, Electrical, Civil/Structural or a related technical field would be an asset.
- A Certificate in Project Management is desirable.
- An equivalent combination of experience and training may be considered.

EXPERIENCE:

- At least three (3) years' experience performing clerical and administrative support functions in a facilities or maintenance support environment.
- At least two (2) years' experience using a CMMS and managing work orders is a major asset.
- A technical or technician background is an asset.

KNOWLEDGE, SKILLS AND ABILITIES:

- Good oral and written communication skills.
- Knowledge of customer service principles and the ability to communicate professionally with clients and colleagues.
- Data-entry, data-analysis and information-management skills.
- Strong attention to detail, organisation and time-management skills.
- Ability to prioritise and manage multiple requests while maintaining accurate records.
- Ability to use computer systems and follow established work-order and administrative procedures.

Candidates should be customer-focused, organised and responsive, with the ability to remain professional when handling competing requests and service concerns. The role requires sustained computer use, concentration and effective task prioritisation.

Applications with full resumes should be addressed and sent to:

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

recruitment@sportt-tt.com

Deadline for submission of applications:

Friday 13th November 2026

Employment Type/Duration: Contract 6 months

Dated: 4th November 2026