



## **CAREER OPPORTUNITY**

*The Telecommunications Authority of Trinidad and Tobago (the Authority) is inviting applications from dynamic, forward-thinking individuals for the following permanent position:*

### **ADMINISTRATIVE SERVICES COORDINATOR**

#### **The Job**

To provide confidential administrative support necessary for the efficient and effective operation of Divisions or Departments in the optimal performance of their responsibilities.

#### **Key Duties and Responsibilities**

1. Screen and coordinate communications, draft correspondence for approval, track and follow up on requests, and prioritize items requiring immediate attention.
2. Follow up with relevant staff to ensure timely responses to requests and correspondences and maintain a tracking/feedback system to monitor issues until resolution.
3. Support decision-making processes by gathering background information, conducting research, preparing executive summaries and liaising with other departments to secure requested materials.
4. Draft letters, prepare reports and statements as directed.
5. Develop, organise and maintain effective filing systems, logs, registers, and electronic databases.
6. Prepare and distribute correspondence, reports and other documents and manage incoming and outgoing mail in coordination with the CEO's office.
7. Coordinate meetings, workshops, conferences and meeting room bookings, including scheduling, documenting action items and ensuring timely follow-up.
8. Conduct research, collect and analyse data, and prepare detailed reports as required.
9. Prepare manuals, letters and other publications as required.
10. Record and transcribe minutes at meetings, track action items and ensure follow-up is completed.
11. Handle incoming queries related to the Authority's work, providing accurate and timely responses where required.
12. Assist with the preparation and submission of project management reports.
13. Manage the inventory and distribution of stationery, postage stamps and office keys (where applicable) including the ordering, distribution and maintenance of logs and coordinate repairs to office equipment.
14. Comply with the Authority's HSE policies and procedures, cooperating with workplace health and safety measures and initiatives.
15. Take reasonable care for personal safety and the safety of others, promptly reporting all accidents, injuries, near-misses, and hazards to the Manager/Supervisor.
16. Perform other related duties as required by job function.

#### **Qualifications and Experience**

1. Minimum of a recognized Associate Degree in Business Administration or Management, or a combination of qualifications and experience.
2. Minimum of five (5) CSEC/CXC O' Level passes including Mathematics and English.
3. A qualification in the field of Telecommunications and/or Broadcasting would be considered an asset.
4. Five (5) years' administrative experience in a corporate/professional environment.

5. Experience working in a legal firm or law office would be an asset

## **Core Competencies**

### ***Professional Knowledge, Skills and Abilities***

- **Knowledge of:**

1. Administrative procedures and practices
2. Microsoft GP Dynamics and/or relevant computerized system used for administrative support.

- **Skills & Abilities**

1. Proficiency in MS Office applications including Word, Excel, PowerPoint and Project.
2. Excellent written and verbal communication skills
3. Excellent organizational and prioritization skills, with the ability to balance multiple issues and projects in a fast-paced environment.
4. Dynamic with strong interpersonal skills.
5. Self-sufficient; effectively works independently and as part of a team.
6. Customer service orientation
7. Attentive to details and results-oriented
8. Fosters and promotes good interdepartmental relations
9. Demonstrates commitment to the Code of Ethics
10. Strong typing and word processing skills
11. High degree of discretion, judgment, tact and poise

## **Applications**

Applications should be submitted no later than **Friday 4<sup>th</sup> April 2025** to:

**Manager, Human Resources  
Telecommunications Authority of Trinidad and Tobago  
#5, Eighth Avenue Extension, off Twelfth Street, Barataria,  
Republic of Trinidad and Tobago.**

or email: [recruitment@tatt.org.tt](mailto:recruitment@tatt.org.tt)

*Late applications will not be accepted and unsuitable applications will not be acknowledged.*