



THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO

EMPLOYMENT OPPORTUNITY

OPERATIONS ASSISTANT, REGISTRATION (ON CONTRACT)

JOB OBJECTIVE

To provide administrative and secretarial support to the Registration Unit by managing internal and external correspondences, and by providing information on services to the external and internal stakeholders.

DUTIES AND RESPONSIBILITIES

- Prepare correspondence;
- Compile a weekly report on the status of institutions;
- Maintain the filing system of submissions received to allow easy retrieval by members of the Registration unit;
- Log all incoming and outgoing correspondence and submissions handled by the Unit;
- Communicate necessary information to internal and external stakeholders regarding status of institutions;
- Maintain stationery stock level for the Unit;
- Assist in the coordination of travel arrangements for the staff within the Unit;
- Prepare and circulate minutes of Unit meetings; and
- Assist in the preparation for coordination of workshops, seminars and site visits being held by the Unit.

QUALIFICATIONS AND EXPERIENCE

- Minimum of five (5) CXC/GCE O'Level passes including English and Mathematics
- Proficiency in the use of Microsoft Office Suite including Word, Excel and Powerpoint
- Minimum of two (2) years' working experience in a similar or related position

PERSONAL ATTRIBUTES

- Strong interpersonal skills
- Excellent oral and written communication skills
- Ability to work with all stakeholders
- Trustworthiness and reliability
- Ability to maintain utmost confidentiality
- Excellent organisational, time management and interpersonal skills

Please submit applications to:

The Human Resource Officer
The Accreditation Council of Trinidad and Tobago (ACTT)
Level 3, Building B, Pan American Life Plaza
91-93 St Vincent Street, Port of Spain
or via email:
vacancy@actt.org.tt

Deadline for all applications: May 29, 2013

UNSUITABLE APPLICATIONS SHALL NOT BE ACKNOWLEDGED.