



Trinidad and Tobago
Postal Corporation

JOB OPPORTUNITY

ADMINISTRATIVE OFFICER PROPERTY

DIVISION: CORPORATE SERVICES

REPORTS TO: FACILITIES MANAGER

POSITION SCOPE:

The Administrative Officer, Property provides administrative support to the Facilities Manager and Property Supervisor in monitoring routine maintenance

KEY DUTIES AND RESPONSIBILITIES:

- Types and prepares various documents, makes copies and maintains related files
- Upkeeps and maintains facilities and maintenance records
- Routes memos, interoffice communication and documents needed for signoffs/approvals throughout the organization as needed
- Screens visitor telephone calls and email, directs to appropriate channels
- Prepares requisitions for the purchase of cleaning products, office supplies, maintenance items and equipment
- Request quotations and communicate with suppliers/ contractors as required
- Receives maintenance requests and offers first-level troubleshooting assistance
- Updates database of Service Request for status, progress and/or completion
- Maintains leasing agreement filing system and computer database
- Assists with coordinating maintenance and maintenance staff throughout the corporation
- Coordinates work request by internal and external stakeholders
- Liaises with Facilities Manager, external contractors and internal departments as necessary to schedule maintenance and repair jobs
- Assists the Property Supervisor/ Facilities Manager conducting site visits to monitor status of routine maintenance projects
- Adheres to health, safety and environmental rules, regulations and guidelines
- Performs other related duties that may be required by the job function

EDUCATION:

- Five (5) CXC/GCE O'Levels including Mathematics and English
- Certificate in Facilities Management
- Certificate in Project Management from a recognized institution would be an asset

EXPERIENCE:

- Two (2) years experience in an administrative role
- An equivalent combination of education and experience

ESSENTIAL SKILLS / ATTRIBUTES:

- Knowledge of modern office practice and procedures, filing, telephone techniques
- Ability to interpret and document information
- Good communication skills, both written and verbal
- Proficient use of the word processing and spreadsheet software applications
- Microsoft Project experience asset
- Basic knowledge in Procurement, contract documentation practice
- Understanding of technical aspects of maintenance/ facilities work and asset
- Confidentiality
- Dependability
- Trustworthiness
- Flexibility
- A positive attitude

The closing date for applications is **January 31, 2019.**

Please note that unsuitable and late applications will not be acknowledged.

Applications should be addressed to: -

General Manager Human Resources
Human Resources Division
Trinidad and Tobago Postal Corporation
National Mail Centre
240-250 Golden Grove Road
Piarco, 350462
Trinidad and Tobago