

CAREER OPPORTUNITY ADMINISTRATIVE ASSISTANT

Office of the Financial Services Ombudsman

The Central Bank of Trinidad and Tobago (CBTT) is seeking to recruit a suitably qualified, experienced and enthusiastic individual to fill the position of Administrative Assistant in the Office of the Financial Services Ombudsman.

The incumbent will be required to perform administrative, clerical and general office duties involving typing, record and file maintenance, mail distribution, telephone reception and general administrative support.

Key Accountabilities:

- Provides telephone coverage for the office and ensures messages are delivered and queries processed in a timely manner
- Prepares general correspondence, memoranda, reports and presentations from drafts and verbal instructions
- Maintains records and files
- Receives guests on behalf of the Office
- Co-ordinates, schedules and organises logistics for meetings and makes travel arrangements, as needed
- Co-ordinates communications with internal and external stakeholders, as directed
- Provides cross-coverage for other Administrative Assistants during vacation/leave periods
- Creates and revises systems and procedures to expedite workflow
- Maintains daily attendance register and office inventory e.g. keeping records of procurement, invoicing and deliveries
- Ensures proper functioning of office equipment; arranges for repairs and follows up, as necessary.

Applicants should possess 5 GCE O'Levels (Grades A-C) or CXC General – Grades I, II & III effective June 1998 (including English Language and Mathematics), Certificate in Administrative Professional Office Management or equivalent, sound report writing, communication and verbal skills, sound knowledge of administrative and clerical procedures, electronic document preparation and management (Office Management) skills, sound knowledge in Microsoft Office Suite, sound time management skills, sound skills in organising, planning and prioritising work.

The ideal candidate will have a minimum of five (5) years of similar work experience.

The Bank offers an attractive remuneration package which includes a Group Health Plan, Pension Plan, Employee Savings Plan and other benefits.

If you are confident that you meet the foregoing requirements and wish to be confidentially considered for this opportunity, please email your CV and covering letter to: recruitment@central-bank.org.tt

Kindly address covering letters as follows: Manager, Human Resources, Central Bank of Trinidad & Tobago, Eric Williams Plaza, Independence Square, Port of Spain.

Closing Date: September 23, 2019

We would like to thank all applicants for their interest.

However, we wish to advise that only shortlisted candidates will be contacted.

The Central Bank of Trinidad and Tobago was established by an Act of Parliament on December 12, 1964. At that time it was given the following mandate, which remains its mission statement to this day: "The Bank shall have as its purpose the promotion of such monetary, credit and exchange policies as would foster monetary and financial stability and public confidence and be favourable to the economy of Trinidad and Tobago."

The Central Bank of Trinidad and Tobago is widely respected as a monetary policy authority and guardian of financial stability grounded in international best practices. Its policies are credible and transparent and inspire confidence in the domestic currency. Its actions foster the growth and development of the economy and improve the well-being of our citizens.

As a knowledge-based institution, the Central Bank will provide visionary and dynamic leadership and work to position Trinidad and Tobago as the financial centre of the region.