



DIVISION OF FINANCE TRADE AND THE ECONOMY
EMPLOYMENT OPPORTUNITIES

BUSINESS OPERATIONS ASSISTANT 1

The Administrator, Division of Finance Trade and the Economy invites applications from suitably qualified persons in the Division of Finance Trade and the Economy for the office of Business Operations Assistant 1 on contract.

The incumbent will be required to perform a variety of clerical / secretarial and administrative support duties of limited complexity. Work involves assisting in the planning and management of meeting; opening, sorting and routing of mail; maintaining records and files; performing routine accounting duties and generating a wide variety of documents utilising appropriate software. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of this position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- ❖ Knowledge of modern office practices and procedures.
- ❖ Some knowledge of relevant Public Service rules, regulations, instructions and procedures.

Skills And Abilities:

- ❖ Proficiency in the use of Microsoft Office Suite
- ❖ Skill in the use of personal computers.
- ❖ Ability to use e-Government technology platforms.
- ❖ Ability to use the internet for research purposes.
- ❖ Ability to compose and prepare documents such as letters, memoranda, minutes and reports.
- ❖ Ability to learn assigned tasks of limited complexity and variety readily.

- ❖ Ability to make arithmetical computations.
- ❖ Ability to use a computer and other standard office machines such as photocopiers, scanners and facsimile machines.
- ❖ Ability to communicate effectively, both orally and in writing.
- ❖ Ability to work as part of a team.
- ❖ Ability to establish and maintain effective working relationships with colleagues and the public.
- ❖ Ability to use initiative to find solutions for simple work related issues.

MINIMUM EXPERIENCE AND TRAINING

- ❖ Minimum of Five (5) CSEC/CXC/GCE O'Level passes including English Language.

SUBMISSION OF APPLICATIONS

Applications including Curriculum Vitae giving details of relevant qualifications and experience together with copies of all certificates and (2) references should be submitted to the Human Resource Unit on or before **June 23, 2023 at 4:15pm** and should be addressed to:

**Administrator
Division of Finance Trade and the Economy
Victor E. Bruce Financial Complex
6-10 Post Office Street, Scarborough
Tobago**

Or via email to

administrator@finance.tha.gov.tt

Please indicate Attention Human Resource Officer II on envelope

INCOMPLETE AND UNSUITABLE APPLICATIONS WILL NOT BE CONSIDERED.

Applications submitted without the following are deemed incomplete and unsuitable;

- **Applicant's signature**
- **Date of application**
- **Copy of Birth Certificate attached (computerized only)**
- **Non submission of all required documents**
- **Legible and clearly printed copies of:**
 - **Relevant academic qualifications**
 - **Documents showing proof of citizenship (if not born in Trinidad and Tobago).**