



## **DIVISION OF FINANCE TRADE AND THE ECONOMY**

### **EMPLOYMENT OPPORTUNITIES**

#### **OFFICE SUPPORT ASSISTANT**

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 Office Support Assistant on contract.

The incumbent will be required to perform frontline customer service and/or office support duties such as data entry, filing, checking documents, composing routine correspondence, delivering, collecting and distributing mail, operating standard office equipment and packing, sorting and distributing office supplies.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge:**

- ❖ Some knowledge of basic office procedures and practices.
- ❖ Some knowledge of the Microsoft Office Suite.
- ❖ Some knowledge of filing systems and file maintenance procedures.

##### **Skills And Abilities:**

- ❖ Basic skill in the use of Microsoft Office Suite.
- ❖ Ability to understand simple oral and written instruction.
- ❖ Ability to speak and write clearly and effectively.
- ❖ Ability to operate standard office equipment such as photocopiers, computers, scanners and facsimile machines.
- ❖ Ability to establish and maintain effective working relationships with fellow employees and members of the public.
- ❖ Ability to work in teams, use initiative and maintain confidentiality.
- ❖ Ability to prepare routine correspondence and reports.

## **MINIMUM EXPERIENCE AND TRAINING**

- ❖ A minimum of six (6) months experience performing office support duties.
- ❖ Minimum of three (3) 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](mailto: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).**