

DEPARTMENT:	Regional Initiatives Department
LOCATION:	51 A Railway Road, Cunupia, Trinidad and Tobago
JOB TYPE:	Office Based
JOB TITLE:	Executive Assistant
DIRECTLY REPORTS TO:	Manager- Orbis
DEPARTMENT LEAD:	Manager- Orbis
OVERSEEING ELT MEMBER	Vice President – Regional Initiatives

JOB PURPOSE: The Executive Assistant is generally accountable for the provision of a full range of highly confidential and executive management support services to the Vice President of Regional Initiatives. The role requires great attention to detail, organizational skills, and the ability to meet tight deadlines and manage multiple critical requests. A high level of integrity and discretion in handling confidential information is essential as well as professionalism in dealing with senior professionals inside and outside the company. This role also requires the candidate to react with appropriate urgency to situations that require a quick turnaround.

KEY DUTIES AND RESPONSIBILITIES:

NB. Each item includes meeting Key Performance Indicator targets, compiling and submitting Key Performance Indicator reports.	Approx. % of time annually
1. Managing the Vice President of Regional Initiatives calendar to assist in the planning and prioritization of his work schedule. This entails scheduling appointments, planning itineraries, and ensuring the arrangements of meetings/business trips on behalf of the Vice President – Regional Initiatives.	8%
2. Managing the Vice President of Regional Initiatives emails to assist in timely responses and updates.	8%
3. Developing, implementing, and managing the systems necessary for the efficient and effective administrative operations of the Office of the Vice President – Regional Initiatives. This includes organizing files, analyzing data and maintaining records.	5%
4. Tracking and helping drive completion of key deliverables and following up on outstanding items within the various departments within the Company as well as with external stakeholders as required.	6%
5. Maintaining the confidentiality of information received, or within the scope of the position.	5%
6. Processing all required communications including phone calls, emails, correspondence, memos, meeting minutes, mails etc. for the Chief Executive Officer including liaison with internal regional partners, cross sector colleagues, customers, partners and suppliers as necessary.	15%
7. Handling confidential matters requiring discretion and judgment.	5%
8. Organizing internal and external meetings – planning, preparation and coordination.	5%
9. Attending the Vice President of Regional Initiatives meetings as required to create, issue and ensure follow up on meeting minutes/action items.	5%
10. Acting as a liaison for all direct reports, other departments and outside agencies.	5%
11. Assisting with the design, development and implementation of various programs, projects and assignments aligned with functional processes and service.	5%
12. Assisting with Managing of Credit Cards and Wire Transfer reconciliation and payments	6%
13. Assisting with Managing of Business Entities outside of the Group current set up.	6%
14. Logging of Work Order lines.	6%

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15. Government agencies, client and staff follow up.	5%
16. Site visits for clients and vendors. 17. Any other duties as may be required.	5%
<i>Total:</i>	<i>100%</i>

HSSEQ RESPONSIBILITIES:

- Maintain standards of safety and comply with Company’s Health, Safety & Environment Management System requirements.
- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your Supervisors.
- Understand how to perform jobs assigned in accordance with operating procedures and/or workinstructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your Supervisor.
- Cooperate during incident investigations so that the incident causes can be determined and corrective action taken.
- Tag and Report all defective tools or equipment immediately.
- All staff are to adhere to the guidelines stated in the Policy Manual.

KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:

- **Enjoyable to work with** - especially with direct team members.
- **Highly reliable** - your supervisor and co-workers must have confidence that when assigned a task, you will get it done in a timely manner with a high quality of work.
- **Management of time and tasks** - can work on multiple tasks, meet Key Performance Indicators, reorganize and work on high priority tasks, handover tasks when going on leave.
- **Technical Analysis of requests** - quickly process and understand requests, identify where external assistance is needed, document concisely and clearly what is required, plan how to respond.
- **Problem solving** - suggest recommended actions rather than just ask for help, come up with innovative ideas, pre-emptively identify issues with existing procedures and implement solutions.
- **Quality Assurance** - Quickly picks up technical errors, typos, issues with sentence construction, gaps in logic, incorrect or missing pricing, whilst reviewing requests, quotes and technical proposals
- **Teamwork and Emotional Intelligence** - work well with others in the department, work well with other departments, build mutual trust and respect, develop strong professional relationships with others in the company, display emotional intelligence when dealing with others.
- **MS Office** - Intermediate to Advance in the use of MS Word, Excel, PowerPoint, Teams.

WORKING CONDITIONS

- Physical demand - Primarily Office / Work from home.
- May attend virtual or in-person conferences, workshops, meetings, etc.
- Will be required to be on site visits from time to time (shore base, ports, vessels, etc).

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- Foreign travel is possible.