

JOB DESCRIPTION

Job Title: Office Assistant

Reports To: Director (Ag.), Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean

Job Summary

The incumbent shall be responsible for the timely delivery and transport of correspondence and personnel; and making minor maintenance repairs to office equipment, furniture, plumbing and electrical fixtures at the BCRC Caribbean, #8 Alexandra Street, St. Clair. Port of Spain, Trinidad and Tobago.

Major Duties and Responsibilities

- Operate a light motor vehicle to transport persons, deliveries as directed.
- Collect, sort, and distribute incoming and outgoing mail and makes appropriate entries into register.
- Clean and maintain company vehicle i.e., checks oil, gasoline, water, and tyres, makes minor operating repairs and reports need for major repairs.
- Arranges with authorized automobile repair service providers for the routine maintenance of vehicles and for repairs as required in a timely manner.
- Maintaining record of mileage, gasoline and oil used and any unusual performance of the vehicle.
- Monitor and make minor maintenance repairs to office equipment, furniture, plumbing and electrical fixtures.
- Report the need for major repairs to office premises, equipment, furniture, plumbing, electrical fixtures and air-conditioning systems.
- Arranges with authorized service providers for the routine maintenance and cleaning of office premises, equipment, furniture, fixtures and plumbing and for repairs as required in a timely manner.
- Provides administrative support to the Director in the preparation, printing, copying, binding and distribution of flyers, pamphlets, brochures, reports and other documents prepared by the Centre.

Parties consenting to be served by the Centre:

- Assists the Centre in the preparation of venues for the staging of meetings, workshops, seminars and conferences hosted by the Centre.

Perform related work as may be determined by the Director of the Centre

Required Knowledge, Skills and Abilities

- Possession of a valid driving license entitling holder to drive a light motor vehicle.
- Must be in possession of a clean driving record. **NO** demerit points
- Must have held driving license for at least seven (7) years
- Must have at least four (4) years' experience in a similar position, including use of office equipment.
- Basic knowledge of the mechanical functions of a vehicle will be an asset.
- Possession of a Defensive Driving Certificate will be an asset
- Must have a good geographical knowledge of Trinidad and Tobago
- Certificate of Good Character
- CXC passes in English and Mathematics

SUBMISSION

Interested persons are invited to apply by submitting a cover letter and CV via email with the following caption – *Courier/Office Assistant, Name of Applicant* to:

Ms. Jewel Batchasingh

Director (Ag.)

Basel Convention Regional Centre for Training and

Technology Transfer for the Caribbean

#8 Alexandra Street, St. Clair,

Port-of-Spain,

Trinidad and Tobago.

Email: jewel.batchasingh@bcrc-caribbean.org

The deadline for the submission of applications is 11:59pm (Trinidad and Tobago, GMT -4) on **March 28th, 2021**. Any submissions received after this time will be immediately rejected.

NB: ONLY SHORTLISTED APPLICANTS WILL BE NOTIFIED.