



## **VACANCY-ADMINISTRATIVE ASSOCIATE, FACILITIES.**

The Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd is a private limited liability Company established by the Tobago House of Assembly (THA) to assist in the diversification of the Tobago economy through the promotion of environmentally sustainable production and the provision of project management services on the island.

The Company invites applications from suitably qualified persons for the position of *Administrative Associate, Facilities*.

The Administrative Associate supports the Manager of the assigned Department in the performance of a range of administrative and office support activities to facilitate the efficient operation of the unit.

### ***Job Responsibilities***

1. Assists with facilities-related coordination, including logging, tracking, and following up on maintenance requests, work orders, and service calls.
2. Serve as a point of contact for facilities vendors and service providers, including scheduling appointments, coordinating site access, and maintaining accurate service records.
3. Maintains facilities-related documentation, including contracts, permits, and service agreements, in accordance with established document control procedures.
4. Tracks facilities-related expenses; prepares basic cost summaries, payment requests, and petty cash documentation; and assists with invoice processing and approvals.
5. Attends and assists in the management of external site visits for record-keeping and reporting.
6. Performs hospitality and reception duties including maintaining the professional image of the assigned work area, answering, screening and transferring inbound and outbound calls and other customer service-related functions.
7. Performs general clerical duties including filing, photocopying, faxing and mailing documents and correspondences, opening, sorting, recording and distributing all incoming correspondence in a timely manner.
8. Maintains record of all document flows, ensuring all incoming correspondence are dated and stamped and outgoing items of correspondences are properly packaged for delivery.
9. Ensures the maintenance of updated hard copy and electronic central filing system in accordance with established policy and system for document management and control for ease of retrieval and security of Company documents.
10. Handles all requests for information and data retrieval from the central filing system.

11. Supports the assigned Department in filing and recording information and data.
12. Coordinates resources and tools for all meetings.
13. Maintains the departmental inventory system to ensure the availability of office supplies.
14. Handles sensitive information with discretion, ensuring compliance with Company's confidentiality policies and practices.
15. Prepares written reports or responses to routine enquiries.
16. Provides day-to-day support to departmental staff as required.
17. Complies fully with the Company's policies and procedures and adhere to the Company's Core Values and Code of Business Conduct by daily demonstration of associated behaviour.
18. Performs any other duties as required by the job function.

### ***Education and Job Experience***

1. Associate Degree in Business Management / Administration; and
2. Minimum 3 years' working experience in a corporate environment.

Any other suitable combination of qualifications and experience may be considered.

### ***Knowledge, Skills and Abilities***

1. Computer skills and knowledge of relevant software, particularly Microsoft Office Suite
  2. Organizational skills
  3. Flexibility to work extended working hours when required
  4. A strong team player
  5. Attention to detail and accuracy
  6. Pleasant and hospitable disposition/ customer service oriented
  7. Must be able to communicate effectively and professionally at all levels
  8. Must have an excellent command of the English language and be adept at drafting correspondence.
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## Instructions for Applicants

Applications **must** be submitted via email to [careers@e-idcot.co.tt](mailto:careers@e-idcot.co.tt) and should include a cover letter and detailed Curriculum Vitae addressed to:

The Human Resources Department  
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd  
Isaac T McLeod Building, Cove Eco-Industrial and Business Park  
Canoe Bay Road, Cove Estate, Tobago.

The cover letter and email subject **must** state the position being applied for and copies of all educational certificates **must** be attached.

Applications are to be **emailed** no later than **4.00 p.m.** on **Thursday 26<sup>th</sup> February 2026**. Late or incomplete applications will not be considered.

***We thank all applicants for their interest; however, only shortlisted candidates would be contacted.***