



JOB VACANCY- FACILITIES OFFICER- LOGISTICS

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 ***Facilities Officer-Logistics***.

Reporting to the Facilities Manager, the Facilities Officer-Logistics is responsible for ensuring the safe operation, proper maintenance, and effective utilization of all vehicles and equipment assigned to the Facilities Unit.

Duties and Responsibilities

1. Operate vehicles and machinery to ensure the timely transport and delivery of technical staff, goods, materials, and equipment to designated locations.
2. Maintains and checks the registration, the insurance, roadworthiness and the ongoing maintenance of assigned vehicles.
3. Ensures that vehicles are serviced to manufacturer recommendations.
4. Recommend procurement of vehicles and operational equipment to meet the diverse needs of the Facilities Unit.
5. Record and schedule vehicle movements and develop and maintain systems to maximize vehicle utilization and efficiency.
6. Prepare and submit reports on fleet operations, including warranties, deficiencies, mileage, incidents/accidents, tyre usage, fuel consumption, lubricants, and the overall condition of vehicles and equipment.
7. Maintain accurate records of all vehicles and machinery assigned to the Facilities Unit, and coordinate the cleaning, servicing, and repair of vehicles, tools, and equipment as required.
8. Ensure the implementation and maintenance of security measures to safeguard vehicles, machinery, and equipment.
9. Assist in the allocation of technical staff to assigned tasks and monitor progress to ensure work is completed in accordance with established schedules.
10. Monitor onsite maintenance activities carried out by technical staff to ensure user satisfaction, quality control, contract compliance, and adherence to safety regulations and applicable codes.

11. Inspect and evaluate the quality of work performed by technical staff on grounds, buildings, and equipment, and review and recommend necessary maintenance requirements.
12. Monitor and track general conditions at facilities including utilities, consumables, security, landscape and rehabilitation needs.
13. Provide support as required including logging, sorting and distributing general supplies, equipment and tools.
14. Prepare various routine and ad hoc reports for review by the Supervisor.
15. Attend meetings, workshops and conferences as required.
16. Assist with supervising, coaching and mentoring the Facilities Labourers, ensuring compliance with governance and quality requirements, to successfully deliver all key milestones and outcomes.
17. Supports and champions the pursuit of the Company's goals and objectives and effectively supports other units in the achievement of their targets.
18. Complies fully with the Company's policies and procedures and adheres to the Company's Core Values and Code of Business Conduct by daily demonstration of associated behaviour.
19. Performs any other duties as required by the job function.

Education and Job Experience

1. Holder of a valid Heavy-T License
2. 5 years' driving experience.
3. Defensive Driving will be considered an asset

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

Knowledge, Skills and Abilities

1. Excellent time management skills and ability to multi-task and prioritize work
2. Attention to detail and problem-solving skills
3. Good verbal communication skills
4. A creative mind with an ability to suggest improvements
5. Excellent interpersonal and conflict resolution skills
6. Committed to working independently and as a team member

Instructions for Applicants

Applications **must** be submitted via **email** to 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 **Wednesday 8th July 2026**. Late or incomplete applications will not be considered.

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