



VACANCY-PROCUREMENT ASSISTANT

The Procurement Assistant supports the Procurement Officer in evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality, in support of the achievement of organizational objectives.

Main Duties and Responsibilities

1. Supports the department in ensuring compliance with E-IDCOT's procurement policies, and international best practice for the procurement of goods, works and services.
2. Receives and reviews procurement initiation requests from user departments, identifies appropriate procurement methodology to be employed including potential risks, proposing optimal approach to a particular procurement request.
3. Prepares Requests for Quotations in accordance with the projected requirements, the pre-qualified database and established policy, ensuring that approved evaluation criteria are included for assessment of bids.
4. Conducts pre-submission site visits and meetings with proponents, advising of critical project requirements, as well as highlighting key milestones and deliverables for the procurement process.
5. Copies and distributes quotes, bids and proposals for evaluation, as appropriate.
6. Prepares for review by the Procurement Officer, Tender Evaluation Reports with recommendations for approval by the Chief Executive Officer.
7. Creates Purchase Orders and submits them to the Procurement Officer for review.
8. Assists with monitoring and maintaining service level agreements.
9. Responds to queries from vendors in relation to the E-Tender Registration and Prequalification Exercise.
10. Maintains vendor database of prequalified suppliers, contractors and consultants, ensuring that up-to-date appraisals and statutory clearance documents are maintained on file for each vendor.
11. Assists with the maintenance of appropriate records to ensure that the procurement process, evaluation and approval decisions, are accurately documented for accountability and audit purposes.
12. Performs research on potential vendors, as directed.
13. Comply 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.
14. Perform any other duties as required by the job function.

Education and Job Experience

1. Five CXC O' levels, including Mathematics and English; and
2. At least 2 years' experience in a similar position.
3. A certificate in procurement or purchasing will be an asset.

Any other combination of qualifications and experience.

Knowledge, Skills, and Abilities

1. Strong analytical and problem-solving skills.
2. Self-motivated, capable of working within teams and in an environment; goal oriented with a customer-focused approach.
3. Strong verbal and written communication skills.
4. Good working knowledge of Microsoft Office Suite.
5. Knowledge of procurement policies and best practices.
6. Ability to communicate effectively and professionally at all levels.

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 **Tuesday 17th March 2026**. Late or incomplete applications will not be considered.

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