

Business Operations Assistant II (Custodian Unit)

Ministry of Justice

Category: Secretarial & Admin

Location: Port of Spain

Employment Type: Full-time

Term: Contract

Salary: Concealed

Closing Date: 15 May 2026

Job Description

The incumbent is required to perform a variety of complex clerical/secretarial and administrative support duties. Work involves the performance of office management functions; assisting in strategy and work programme planning and implementation; undertaking follow-up activities as required and performing secretarial duties for managerial/professional and technical staff. Duties also include the supervision of employees engaged in the performance of related duties. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of this position.

Key and Critical Responsibilities

- Supervises the work of employees performing a variety of routine to complex clerical/secretarial and administrative support duties by assigning and reviewing work and providing guidance.
- Trains and guides staff in performing work assignments.
- Co-ordinates the planning and management of meetings, workshops and conferences.
- Prepares and/or guides the preparation of complex correspondence, spreadsheets, reports and other documents.
- Determines the need for, and prepares or oversees the requisition, receipt, storage, distribution and maintenance of office supplies and equipment.
- Undertakes follow-up activities regarding the Unit's work programme and decisions taken at meetings, workshops and conferences and submits progress reports.
- Undertakes research, conducts analysis and compiles data as directed.
- Performs office management duties such as developing and maintaining file register and filing system in keeping with established procedures.
- Coordinates the receipt, sorting, recording and distribution of correspondence and other documents.
- Coordinates travel arrangements for staff.
- Arranges for equipment/building repairs and maintenance.
- Assists in the preparation of budgetary estimates by obtaining relevant financial and other data for inclusion.
- Generates a wide variety of documents such as letters, memoranda, minutes, reports, spreadsheets utilizing appropriate software.

- Operates a computer, utilizing word processing and other software as well as other standard office machines such as scanners, photocopiers and facsimile machines.
- Performs administrative support duties for managerial/professional/technical staff such as reviewing and screening incoming correspondence, making preliminary assessment of its importance, handling some personally or forwarding to superior; receiving and screening incoming calls and visitors, determining priority matters and notifying superior accordingly; and coordinating and managing the superior's calendar by arranging appointments and engagements.
- Performs other related duties as assigned.

Key Competencies

- Minimum of four (4) years experience performing clerical/secretarial and administrative support duties.
- Training as evidenced by the possession of an Association of Business Executives Diploma (ABE); or Certificate in Public Administration (CPA) or equivalent.

How to Apply

Applications must be submitted online through the EmployTT portal at <https://employtt.gov.tt>. Applicants must register or log in to apply for the position.