



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: BUSINESS OPERATIONS COORDINATOR

JOB SUMMARY: The incumbent is required to perform a variety of administrative and/or advanced secretarial support duties. Duties include supervising and coordinating the work of staff performing clerical/secretarial and administrative support duties; assisting in the preparation of budgets for a Unit/Division and the training and guidance of subordinate staff. Depending on assignment, the incumbent may be required to perform some or the full range of the duties

REPORTS TO:

Administrative Superior or designated officer

SUPERVISION GIVEN TO:

Business Operations Assistant I, II and/or other support staff as required.

KEY RESPONSIBILITIES: (See below)

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- 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.
- Manages and coordinates the arrangements for meetings, workshops, conferences and other similar events, both internally and externally, by providing logistical support including:
 - scheduling dates and arranging for air and ground transport; arranging accommodation; sourcing and reserving conference facilities; preparing agenda and taking minutes/notes; and following up the implementation of actions and decisions taken as required.
- Supervises and coordinates activities related to processing, maintaining and updating of manual and electronic correspondence, documents and databases and office support such as:
 - maintaining manual and electronic filing system/databases/library records;
 - sorting, recording and routing all incoming correspondence and documents;
 - filing of correspondence and documents manually and electronically and, independently assigning metadata to facilitate electronic searches;
 - dispatching outgoing correspondence, documents; and providing photocopying, printing, scanning, faxing, binding and other office assistance support.
- Assists in the execution of the design, implementation and evaluation of the Division's policies, projects and programmes; also assists in monitoring the work programmes of the Division to which assigned, follows up on actions to be taken and provides timely reminders on key deliverables.
- Assists in the preparation of budgetary estimates by obtaining relevant financial and other data for inclusion.
- Provides project management support such as identifying and managing resources to ensure project and system success.
- Coordinates arrangements for local and foreign travel, sources information on costs, develops cost proposals and justifications, plans the itinerary and makes ground transport arrangements, as necessary.
- Contributes to the creation of innovative procedures and policies as a means of improving Divisional and Ministry's /Department 's work practices and arrangements.